FACULTY OF MEDICINE, NURSING AND HEALTH SCIENCES

Small Grants On-Line User Manual

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FLINDERS MEDICAL CENTRE FOUNDATION

flindersfertility

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Overview of the 'Small Grants' scheme and the FMNHS on-line application platform

Supporting the research endeavors of Flinders University, Flinders Medical Centre Foundation and Flinders Fertility.

Flinders University's Faculty of Medicine, Nursing and Health Sciences, together with their funding partners the Flinders Medical Centre (FMC) Research Foundation and Flinders Fertility have combined substantial research funds to enable the distribution of funds exceeding 1,000,000 for research projects, research related activities and equipment.

Funds are awarded via a competitive, peer reviewed process that will be facilitated via the Faculty of Medicine, Nursing and Health Sciences (FMNHS) 'Small Grants' process that consists of the following:

SCHEMES
Seeding Grants/Early Career Researchers (ECR) grants
Top Up grants
Large Equipment grants
Infrastructure grants

In order to streamline both the application and review process the Faculty Research Administration Unit (FRAU) have been working closely with Information Technology Services (ITS) to develop an on-line grant application database to enable them to effectively manage the expected 100-150 applications that the Faculty anticipates will be received.

Each eligible application received will be peer reviewed and ranked. The Flinders Medical Centre (FMC) Foundation and Flinders Fertility will select from the ranked list the applications which most closely align to their current research focus and aims and meet their 'additional criteria'. The Faculty of Medicine, Nursing and Health Sciences (FMNHS) will consider funding eligible applications ranked at a score deemed by the Assessment Panel to be worthy of funding.

Basic Eligibility information

CIA

For Faculty of Medicine, Nursing and Health Sciences funded grants, CIA must be employed or be and academic status holder within the Faculty of Medicine, Nursing and Health Sciences.

Flinders Medical Centre Foundation may consider funding applications external to the Faculty of Medicine, Nursing and Health Sciences and/or Flinders University but in all cases CIA must have a FAN to access, prepare and submit an application.

Flinders University cannot administer the grant if CIA does not have a FAN (ie: Flinders University staff member or has formal academic status).

CIA must be employed at Flinders University or affiliated within the Faculty of Medicine, Nursing and Health Sciences at Flinders University for the duration of the grant.

ECR

To be an Early Career Researchers (ECR) you must be within 5 years FTE, from conferral of your PhD (taking into account career disruptions where applicable).

Schemes Guidelines

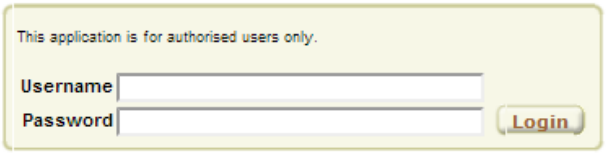
Scheme	Hyperlinks to Guidelines
Seeding Grants/Early Career Researchers (ECR) grants	Seeding Grants Guidelines 2015 Flinders Fertility Guidelines 2015 FMC Foundation Guidelines 2015
Top Up grants	Top Up Grants Guidelines 2015 FMC Foundation Guidelines 2015
Large Equipment grants	Large Equipment Grants Guidelines 2015
Infrastructure grants	Infrastructure Grants Guidelines 2015

How to log on

From a University Computer

To commence your application the first step is to log on to the dedicated web page. You can do this by going to the following web link:

https://shen.flinders.edu.au:4443/pls/apex/f?p=120:1



Log on by using your Flinders Authentication Name (FAN) and password.
Chief Investigator A CIA is responsible for preparing and submitting the application and she/he must have a FAN and log on to be able to use this on-line application database.

From an external computer

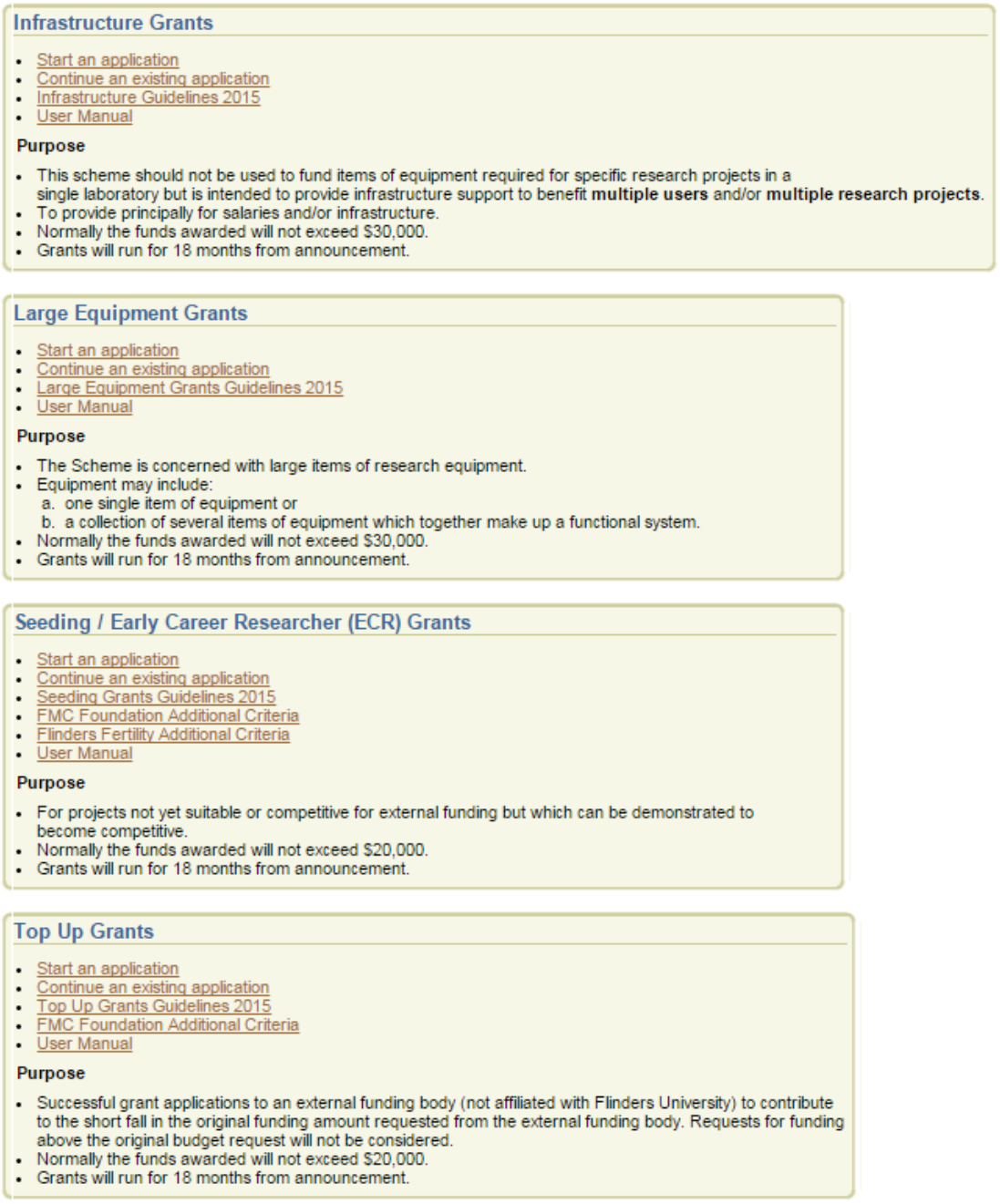
To log on from an external computer you will need to connect to the Flinders Virtual Private Network (VPN) first.

Instruction on how to set up (installing Cisco Software) and log on to the VPN can be found here:
https://www.flinders.edu.au/its/essentials/network-access/vpn/vpn-home.cfm

Once you've installed Cisco and are connected to the VPN, please refer to the instructions above *How to log on from a University Computer*.

Start an application

Once you have logged on you will see the following screen:



Infrastructure Grants

- Start an application
- Continue an existing application
- Infrastructure Guidelines 2015
- User Manual

Purpose

- This scheme should not be used to fund items of equipment required for specific research projects in a single laboratory but is intended to provide infrastructure support to benefit **multiple users** and/or **multiple research projects**.
- To provide principally for salaries and/or infrastructure.
- Normally the funds awarded will not exceed $30,000.
- Grants will run for 18 months from announcement.

Large Equipment Grants

- Start an application
- Continue an existing application
- Large Equipment Grants Guidelines 2015
- User Manual

Purpose

- The Scheme is concerned with large items of research equipment.
- Equipment may include:
  a. one single item of equipment or
  b. a collection of several items of equipment which together make up a functional system.
- Normally the funds awarded will not exceed $30,000.
- Grants will run for 18 months from announcement.

Seeding / Early Career Researcher (ECR) Grants

- Start an application
- Continue an existing application
- Seeding Grants Guidelines 2015
- FMC Foundation Additional Criteria
- Flinders Fertility Additional Criteria
- User Manual

Purpose

- For projects not yet suitable or competitive for external funding but which can be demonstrated to become competitive.
- Normally the funds awarded will not exceed $20,000.
- Grants will run for 18 months from announcement.

Top Up Grants

- Start an application
- Continue an existing application
- Top Up Grants Guidelines 2015
- FMC Foundation Additional Criteria
- User Manual

Purpose

- Successful grant applications to an external funding body (not affiliated with Flinders University) to contribute to the short fall in the original funding amount requested from the external funding body. Requests for funding above the original budget request will not be considered.
- Normally the funds awarded will not exceed $20,000.
- Grants will run for 18 months from announcement.

Select your scheme

Each scheme will have a link to the corresponding 'Guidelines', please ensure that you carefully read the Guidelines to establish that you are appropriately targeting your proposal.

Click on ***start an application***.
Select 'Start an application' within the scheme for which you intend to commence an application ie: Infrastructure, Large Equipment, Seeding / Early Career Research (ECR) or Top Up.

Seeding / Early Career Researcher (ECR) Grants
Start an application
Continue an existing application
Seeding Grants Guidelines 2015
FMC Foundation Additional Criteria
Flinders Fertility Additional Criteria
User Manual
Purpose
For projects not yet suitable or competitive for external funding but which can be demonstrated to become competitive.
Normally the funds awarded will not exceed $20,000.
Grants will run for 18 months from announcement.

You will see the following screen, click ***Next***.

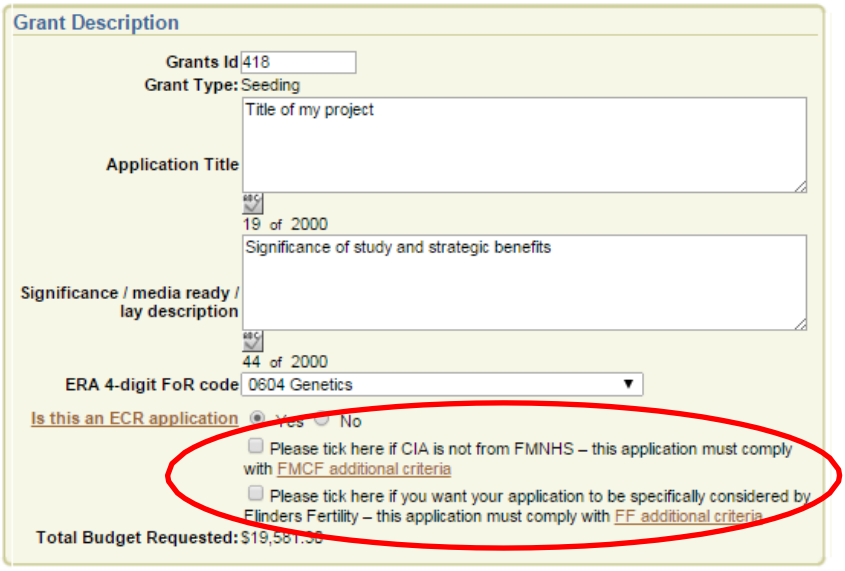
GRANTS > New Grant Application
Grant Type
Grant Type
Equipment
Infrastructure
Seeding
TopUp
Cancel
Next >
Seeding / Early Career Researcher (ECR) Grant Instructions
Purpose of the Seeding / Early Career Researcher (ECR) Grants
For projects not yet suitable or competitive for external funding but which can be demonstrated to become competitive.
Normally the funds awarded will not exceed $20,000.
Grants will run for 18 months from announcement.
Criteria for the assessment of applications
Scientific quality, significance and feasibility of the proposal.
The strength and clarity of the budget justification.
The track record including list of publications for all Chief Investigators for the past 3 years.
How the Grant will assist the applicant(s) in making a further application for an external grant or in developing a commercial venture.
How effectively funds allocated for grants in previous years for all CI's have led to outcomes.
Strategic benefit of the research.
Reports provided for all Faculty/FMCF/FF grants including status reports for current grants.

Select your funding source

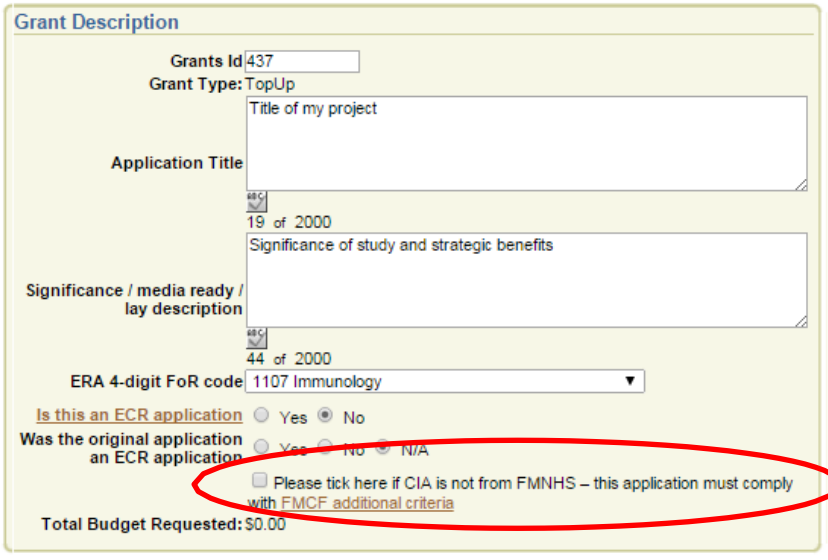
Please note this step is not applicable to **Infrastructure** and **Large Equipment Grants**.

For **Seeding/ECR Grants** – in the Grant Description section:

- Please advise by ticking the appropriate checkbox if CIA is **not** from the Faculty of Medicine, Nursing & Health Sciences – please note your application **must** comply with FMCF additional criteria.
- Please advise by ticking the appropriate checkbox if you want your application to be specifically considered by Flinders Fertility – please note your application **must** comply with FF additional criteria.


Grant Description
Grants Id 418
Grant Type: Seeding
Application Title
Title of my project
19 of 2000
Significance / media ready / lay description
Significance of study and strategic benefits
44 of 2000
ERA 4-digit FoR code 0604 Genetics
Is this an ECR application Yes No
Please tick here if CIA is not from FMNHS – this application must comply with FMCF additional criteria
Please tick here if you want your application to be specifically considered by Flinders Fertility – this application must comply with FF additional criteria
Total Budget Requested: $19,581.36

For **Top Up Grants** – in the Grant Description section: please advise if CIA is **not** from the Faculty of Medicine, Nursing & Health Sciences – please note your application **must** comply with FMCF additional criteria.


Grant Description
Grants Id 437
Grant Type: TopUp
Application Title
Title of my project
19 of 2000
Significance / media ready / lay description
Significance of study and strategic benefits
44 of 2000
ERA 4-digit FoR code 1107 Immunology
Is this an ECR application Yes No
Was the original application an ECR application Yes No N/A
Please tick here if CIA is not from FMNHS – this application must comply with FMCF additional criteria
Total Budget Requested: $0.00

Edit your application

All fields are mandatory. If not applicable to you or your project, please enter ***N/A*** so reviewers know you have considered and addressed the requirement.

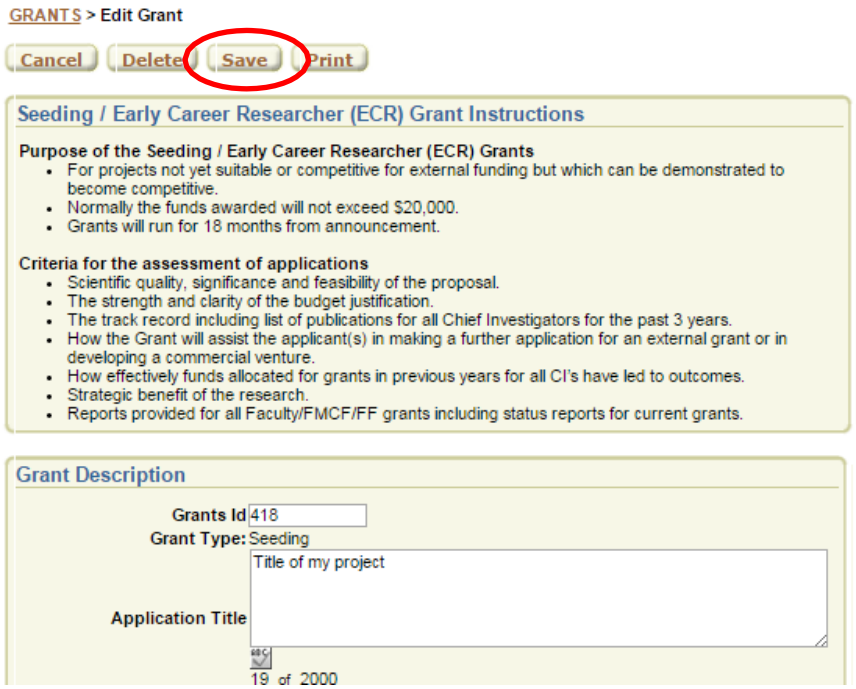
Please note that you can use 'cut and paste' in all the free text fields.

Don't forget to click on the ***Save*** button before exiting.

If you use the ***back*** button of your browser you risk losing unsaved data.

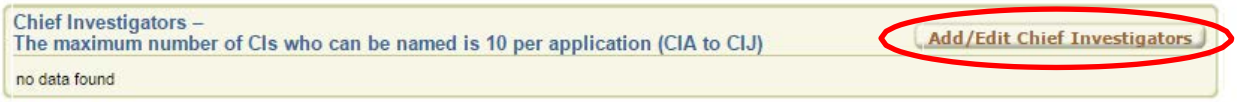
Always use the ***save*** or ***return to grant*** buttons in the application form to navigate in-between screens.

The ***Submit*** button (unlike in RGMS) is for **final submission** of your application. To save and exit your application, click on the ***Save*** button. Please note that saving will take you out of your application, back to the homepage [this is a default behavior of the system which couldn't be changed].

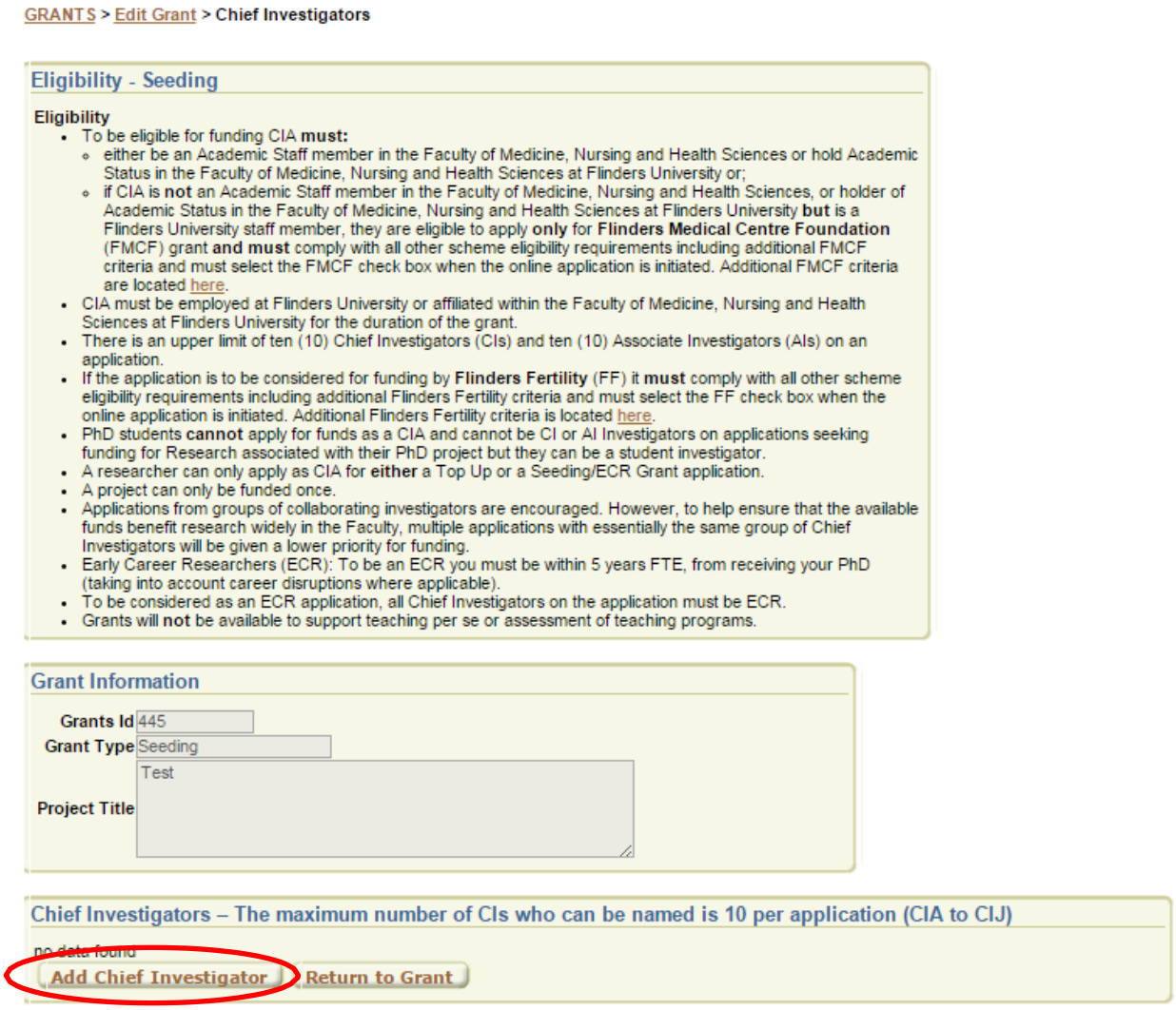

GRANTS > Edit Grant
Cancel
Delete
Save
Print
Seeding / Early Career Researcher (ECR) Grant Instructions
Purpose of the Seeding / Early Career Researcher (ECR) Grants
For projects not yet suitable or competitive for external funding but which can be demonstrated to become competitive.
Normally the funds awarded will not exceed $20,000.
Grants will run for 18 months from announcement.
Criteria for the assessment of applications
Scientific quality, significance and feasibility of the proposal.
The strength and clarity of the budget justification.
The track record including list of publications for all Chief Investigators for the past 3 years.
How the Grant will assist the applicant(s) in making a further application for an external grant or in developing a commercial venture.
How effectively funds allocated for grants in previous years for all CI's have led to outcomes.
Strategic benefit of the research.
Reports provided for all Faculty/FMCF/FF grants including status reports for current grants.
Grant Description
Grants Id 418
Grant Type: Seeding
Application Title
Title of my project
19 of 2000

Add a Chief Investigator

On the main screen (Grants>Edit Grant) click on ***Add/Edit Chief Investigator***.

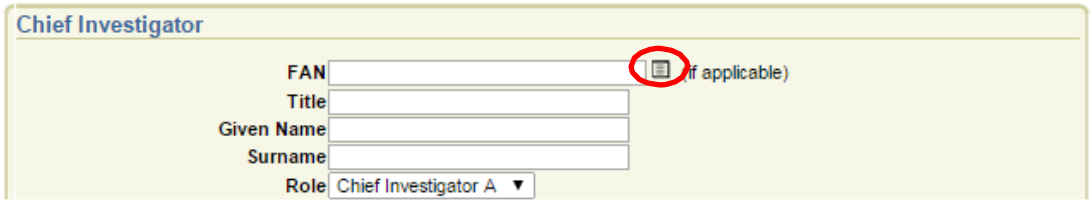

Chief Investigators –
The maximum number of CIs who can be named is 10 per application (CIA to CIJ)
Add/Edit Chief Investigators
no data found

Then click on ***Add Chief Investigator***.

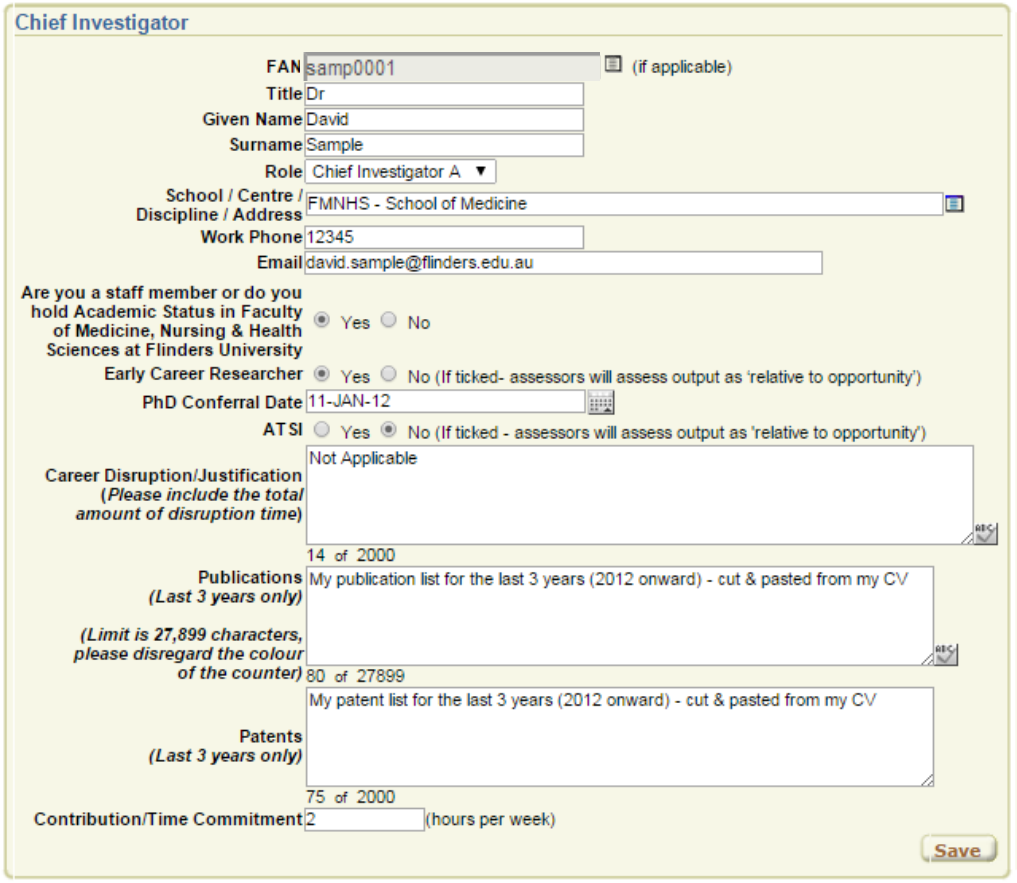

GRANTS > Edit Grant > Chief Investigators
Eligibility - Seeding
Eligibility
To be eligible for funding CIA must:
either be an Academic Staff member in the Faculty of Medicine, Nursing and Health Sciences or hold Academic Status in the Faculty of Medicine, Nursing and Health Sciences at Flinders University or;
if CIA is not an Academic Staff member in the Faculty of Medicine, Nursing and Health Sciences, or holder of Academic Status in the Faculty of Medicine, Nursing and Health Sciences at Flinders University but is a Flinders University staff member, they are eligible to apply only for Flinders Medical Centre Foundation (FMCF) grant and must comply with all other scheme eligibility requirements including additional FMCF criteria and must select the FMCF check box when the online application is initiated. Additional FMCF criteria are located here.
CIA must be employed at Flinders University or affiliated within the Faculty of Medicine, Nursing and Health Sciences at Flinders University for the duration of the grant.
There is an upper limit of ten (10) Chief Investigators (CIs) and ten (10) Associate Investigators (AIs) on an application.
If the application is to be considered for funding by Flinders Fertility (FF) it must comply with all other scheme eligibility requirements including additional Flinders Fertility criteria and must select the FF check box when the online application is initiated. Additional Flinders Fertility criteria is located here.
PhD students cannot apply for funds as a CIA and cannot be CI or AI Investigators on applications seeking funding for Research associated with their PhD project but they can be a student investigator.
A researcher can only apply as CIA for either a Top Up or a Seeding/ECR Grant application.
A project can only be funded once.
Applications from groups of collaborating investigators are encouraged. However, to help ensure that the available funds benefit research widely in the Faculty, multiple applications with essentially the same group of Chief Investigators will be given a lower priority for funding.
Early Career Researchers (ECR): To be an ECR you must be within 5 years FTE, from receiving your PhD (taking into account career disruptions where applicable).
To be considered as an ECR application, all Chief Investigators on the application must be ECR.
Grants will not be available to support teaching per se or assessment of teaching programs.
Grant Information
Grants Id 445
Grant Type Seeding
Project Title Test
Chief Investigators – The maximum number of CIs who can be named is 10 per application (CIA to CIJ)
no data found
Add Chief Investigator
Return to Grant

If the Chief Investigator is a staff member or an academic status holder of Flinders University, please enter their FAN by clicking on the icon below. You can search by FAN or last name.

Please note **it is mandatory for the CIA to enter their FAN by clicking on the icon below – you won't be able to certify nor submit otherwise.**

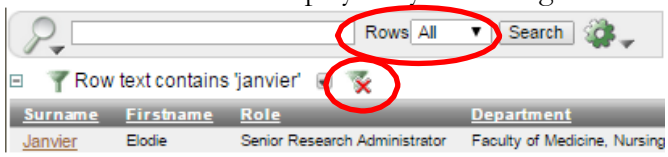


Entering the FAN will auto-populate most of the Chief Investigators contact details.


Chief Investigator
FAN
samp0001
(if applicable)
Title
Dr
Given Name
David
Surname
Sample
Role
Chief Investigator A
School / Centre / Discipline / Address
FMNHS - School of Medicine
Work Phone
12345
Email
david.sample@flinders.edu.au
Are you a staff member or do you hold Academic Status in Faculty of Medicine, Nursing & Health Sciences at Flinders University
Yes
No
Early Career Researcher
Yes
No (If ticked- assessors will assess output as 'relative to opportunity')
PhD Conferral Date
11-JAN-12
ATSI
Yes
No (If ticked - assessors will assess output as 'relative to opportunity')
Career Disruption/Justification (Please include the total amount of disruption time)
Not Applicable
14 of 2000
Publications (Last 3 years only)
(Limit is 27,899 characters, please disregard the colour of the counter)
My publication list for the last 3 years (2012 onward) - cut & pasted from my CV
80 of 27899
Patents (Last 3 years only)
My patent list for the last 3 years (2012 onward) - cut & pasted from my CV
75 of 2000
Contribution/Time Commitment
2
(hours per week)
Save

Please make sure:

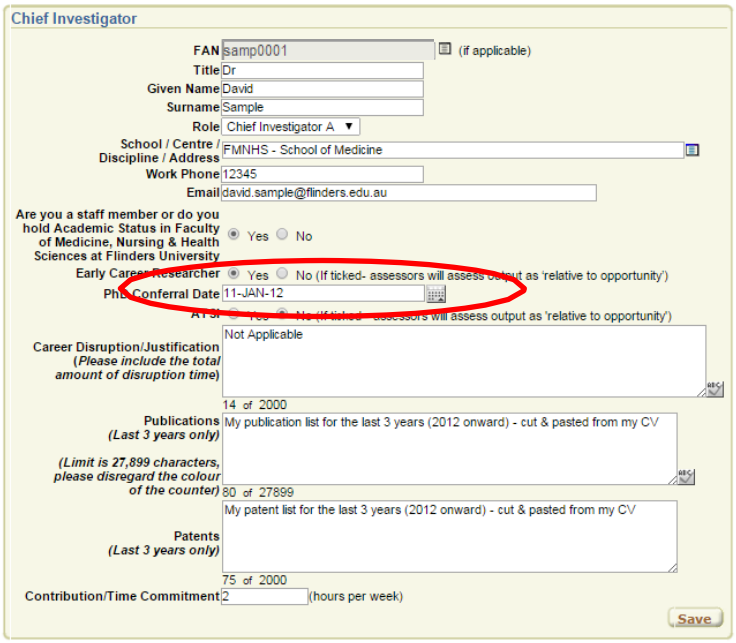
- to clear previous search filter when looking for a new investigator's FAN by clicking on the symbol;
- to allow all results to be displayed by increasing the number of rows to "All".



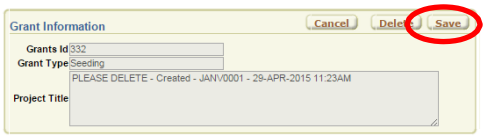
Please enter your track record **for the past 3 years** (Career disruption, Publications and Patents) and your time commitment to the project if applicable.

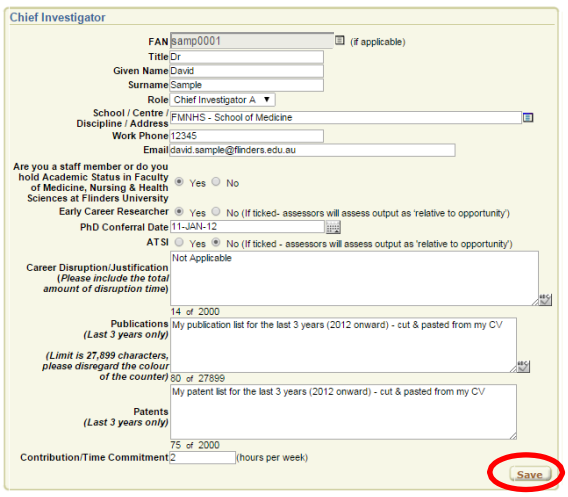
The space limit for the publication field is 27,899 characters including spaces – beyond this limit you won't be able to save nor will it be extracted to the application print-out. Please disregard the colour changes of the counter text, it is not indicative of the length of your entry.

If you are an Early Career Researcher, you will be prompted to enter your PhD Conferral Date.


Chief Investigator
FAN samp0001 (if applicable)
Title Dr
Given Name David
Surname Sample
Role Chief Investigator A
School / Centre / Discipline / Address FMNHS - School of Medicine
Work Phone 12345
Email david.sample@flinders.edu.au
Are you a staff member or do you hold Academic Status in Faculty of Medicine, Nursing & Health Sciences at Flinders University Yes No
Early Career Researcher Yes No (If ticked- assessors will assess output as 'relative to opportunity')
PhD Conferral Date 11-JAN-12
ATSI
Career Disruption/Justification (Please include the total amount of disruption time) Not Applicable
14 of 2000
Publications (Last 3 years only) (Limit is 27,899 characters, please disregard the colour of the counter) My publication list for the last 3 years (2012 onward) - cut & pasted from my CV
80 of 27899
Patents (Last 3 years only) My patent list for the last 3 years (2012 onward) - cut & pasted from my CV
75 of 2000
Contribution/Time Commitment 2 (hours per week)
Save

When you are finished editing, click ***Save*** on top or at the bottom of the form.




Chief Investigator
FAN samp0001 (if applicable)
Title Dr
Given Name David
Surname Sample
Role Chief Investigator A
School / Centre / Discipline / Address FMNHS - School of Medicine
Work Phone 12345
Email david.sample@flinders.edu.au
Are you a staff member or do you hold Academic Status in Faculty of Medicine, Nursing & Health Sciences at Flinders University Yes No
Early Career Researcher Yes No (If ticked- assessors will assess output as 'relative to opportunity')
PhD Conferral Date 11-JAN-12
ATSI Yes No (If ticked - assessors will assess output as 'relative to opportunity')
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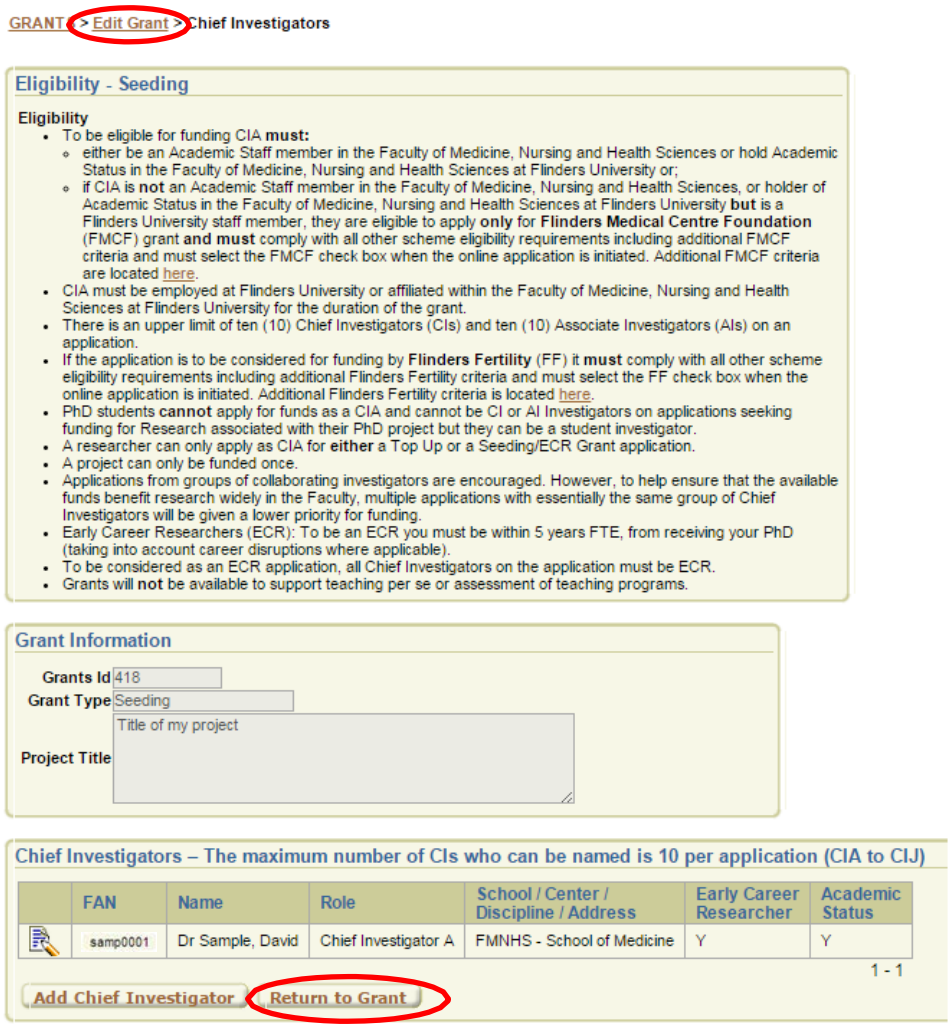
14 of 2000
Publications (Last 3 years only) (Limit is 27,899 characters, please disregard the colour of the counter) My publication list for the last 3 years (2012 onward) - cut & pasted from my CV
80 of 27899
Patents (Last 3 years only) My patent list for the last 3 years (2012 onward) - cut & pasted from my CV
75 of 2000
Contribution/Time Commitment 2 (hours per week)
Save

You can now add another Chief Investigator by repeating the process above or go back to the main screen by clicking the ***Return to Grant*** button or the ***Edit Grant*** link.


GRANT > Edit Grant > Chief Investigators
Eligibility - Seeding
Eligibility
To be eligible for funding CIA must:
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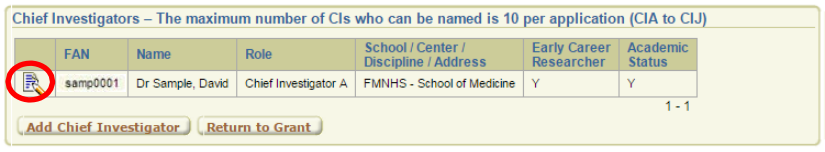
To be considered as an ECR application, all Chief Investigators on the application must be ECR.
Grants will not be available to support teaching per se or assessment of teaching programs.
Grant Information
Grants Id 418
Grant Type Seeding
Project Title Title of my project
Chief Investigators – The maximum number of CIs who can be named is 10 per application (CIA to CIJ)
FAN
Name
Role
School / Center / Discipline / Address
Early Career Researcher
Academic Status
samp0001
Dr Sample, David
Chief Investigator A
FMNHS - School of Medicine
Y
Y
1 - 1
Add Chief Investigator
Return to Grant

If you need to edit or delete an existing entry, click on the edit icon .

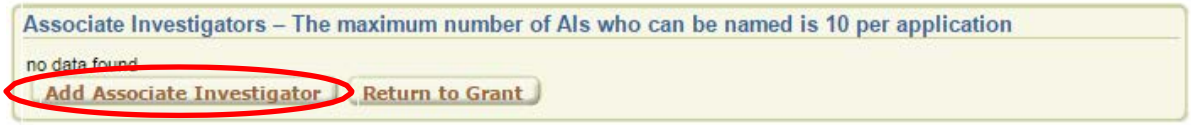


Add an Associate Investigator

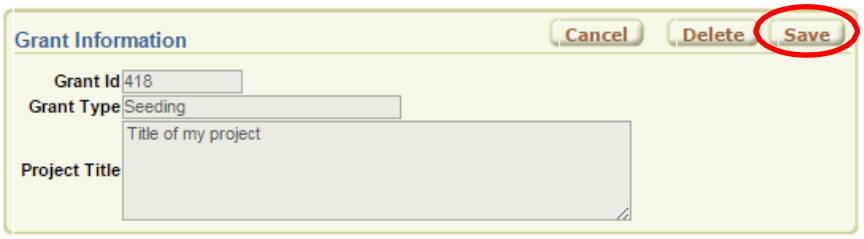
On the main screen (Grants>Edit Grant) click on ***Add/Edit Associate Investigator.***

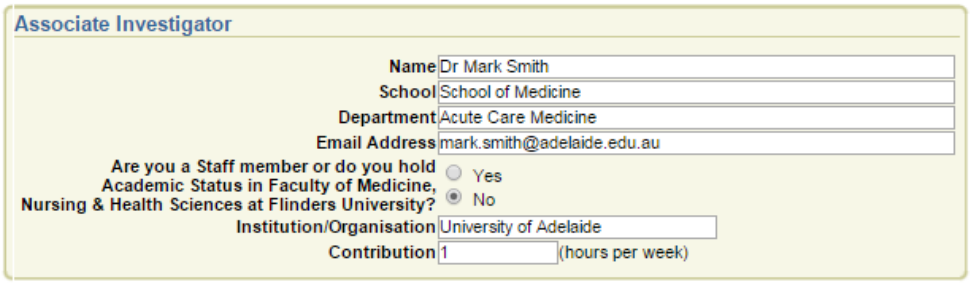
Associate Investigators Investigators –
The maximum number of AIs who can be named is 10 per application
Add/Edit Associate Investigators
no data found

Then click on ***Add Associate Investigator***.

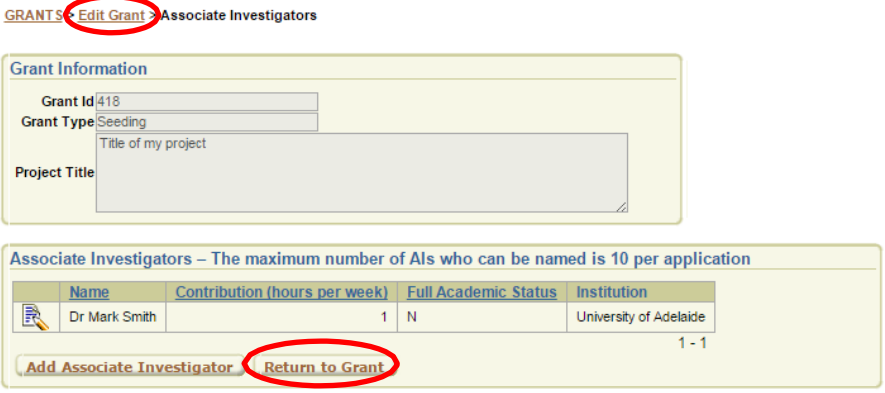

Associate Investigators – The maximum number of AIs who can be named is 10 per application
no data found
Add Associate Investigator
Return to Grant

Fill-in the information then click the ***Save*** button.

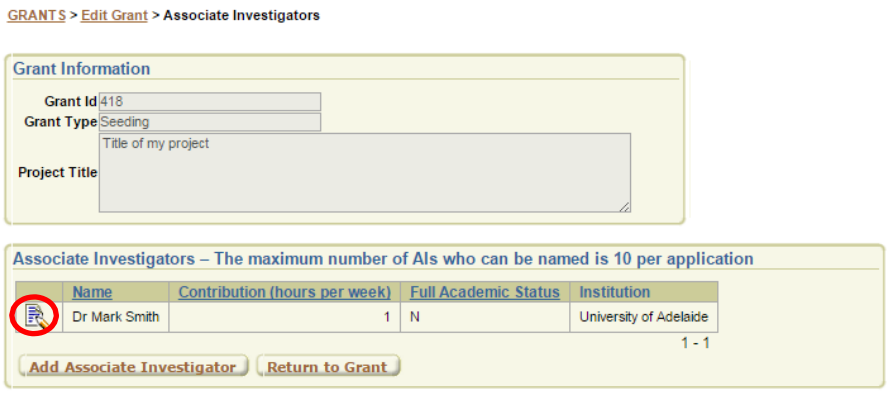



Associate Investigator
Name Dr Mark Smith
School School of Medicine
Department Acute Care Medicine
Email Address mark.smith@adelaide.edu.au
Are you a Staff member or do you hold Academic Status in Faculty of Medicine, Nursing & Health Sciences at Flinders University?
Yes
No
Institution/Organisation University of Adelaide
Contribution 1 (hours per week)

You can now add another Associate Investigator by repeating the process above or go back to the main screen by clicking the ***Return to Grant*** button or the ***Edit Grant*** link.

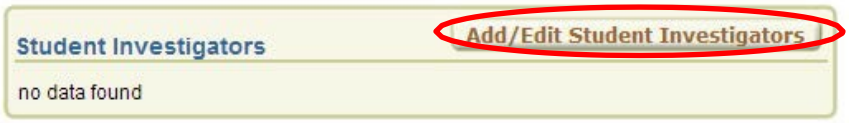


If you need to edit or delete an existing entry, click on the edit icon .



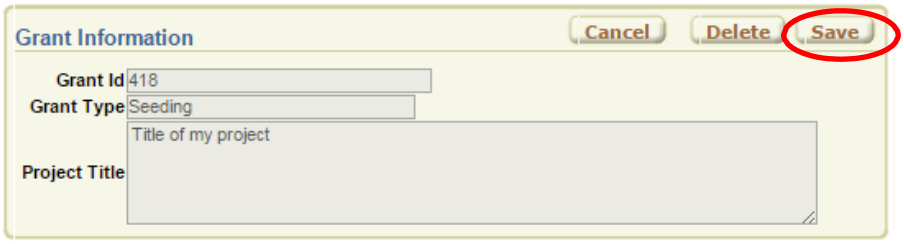
Add a Student Investigator

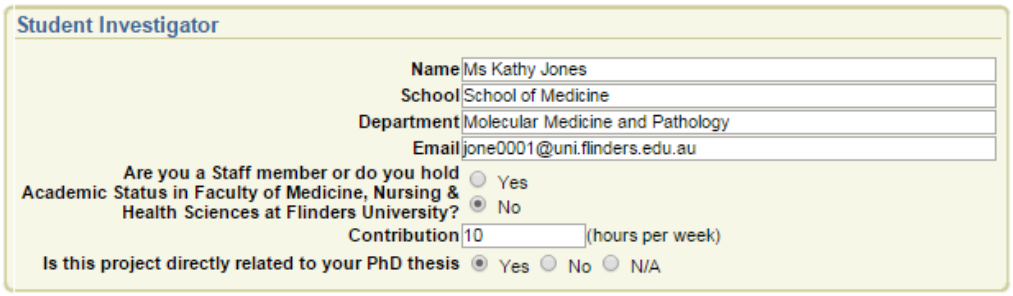
On the main screen (Grants>Edit Grant) click on ***Add/Edit Student Investigator.***



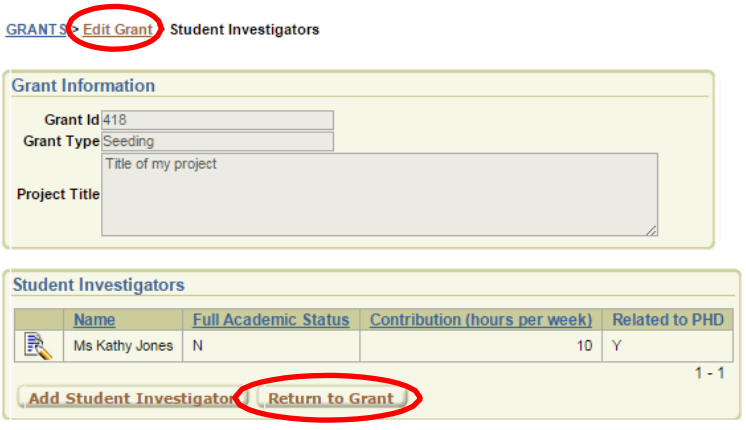
Then click on ***Add Student Investigator.***

Fill-in the information then click the ***Save*** button.

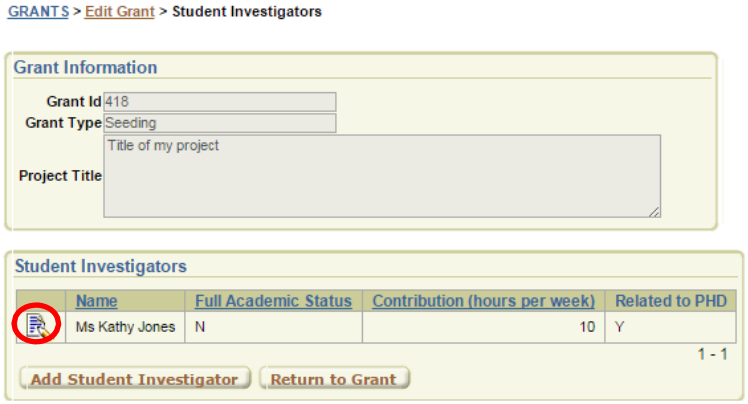



Student Investigator
Name Ms Kathy Jones
School School of Medicine
Department Molecular Medicine and Pathology
Email jone0001@uni.flinders.edu.au
Are you a Staff member or do you hold Academic Status in Faculty of Medicine, Nursing & Health Sciences at Flinders University?
Yes
No
Contribution 10 (hours per week)
Is this project directly related to your PhD thesis
Yes
No
N/A

You can now add another Student Investigator by repeating the process above or go back to the main screen by clicking the ***Return to Grant*** button or the ***Edit Grant*** link.



If you need to edit or delete an existing entry, click on the edit icon .



Enter past, current and pending funding

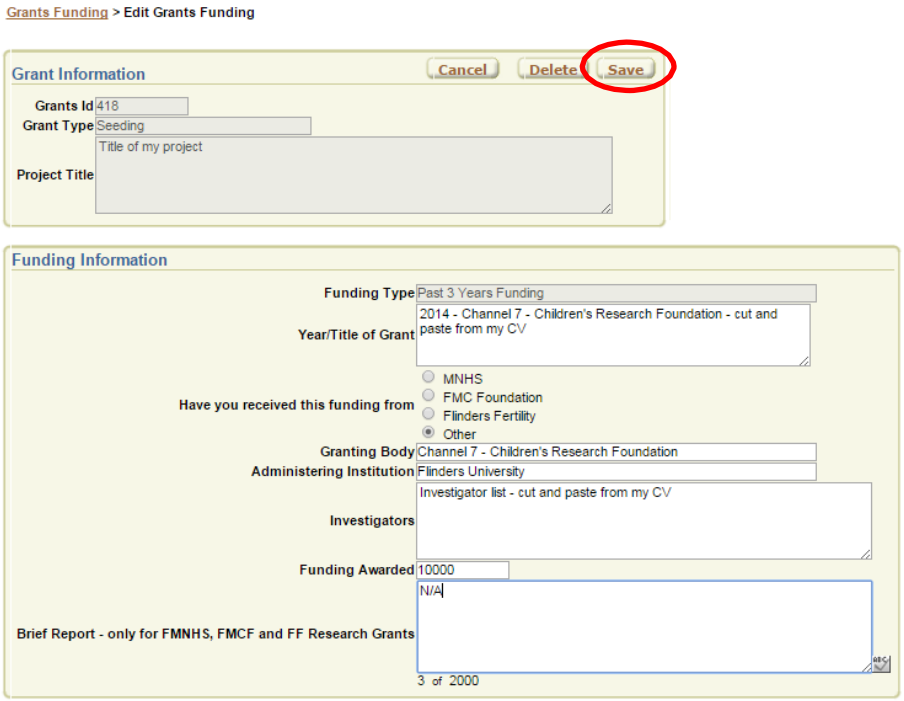
You are required to enter past (last 3 years), current and pending funding for all Chief Investigators.

To add an entry in the applicable category, click on ***Add/Edit Funding***

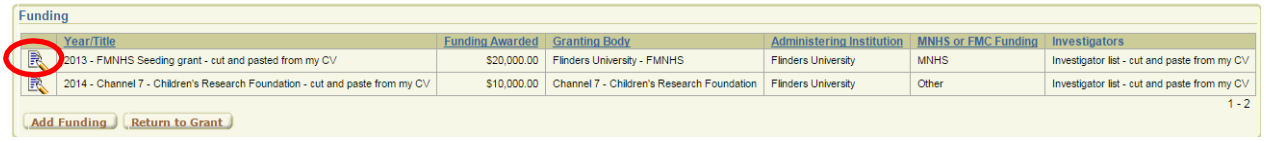
Funding awarded in/or active during the past 3 years (2012 onwards) and now completed (including Establishment Grants)
Add/Edit Funding
no data found
Currently active funding (2015)
Add/Edit Funding
no data found
Pending funding (2015/2016)
Add/Edit Funding
no data found

Then click on ***Add Funding.***

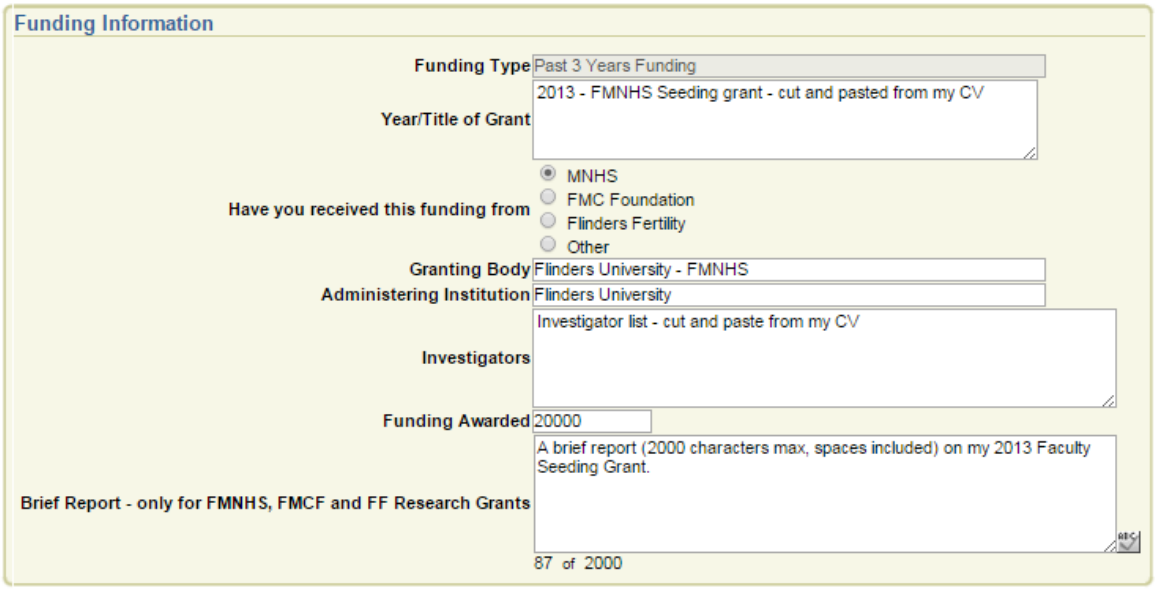
Fill the requested information (example for past funding below) and click ***Save*** before exiting.


Grants Funding > Edit Grants Funding
Grant Information
Cancel
Delete
Save
Grants Id 418
Grant Type Seeding
Project Title Title of my project
Funding Information
Funding Type Past 3 Years Funding
Year/Title of Grant 2014 - Channel 7 - Children's Research Foundation - cut and paste from my CV
Have you received this funding from
MNHS
FMC Foundation
Flinders Fertility
Other
Granting Body Channel 7 - Children's Research Foundation
Administering Institution Flinders University
Investigators Investigator list - cut and paste from my CV
Funding Awarded 10000
Brief Report - only for FMNHS, FMCF and FF Research Grants N/A
3 of 2000

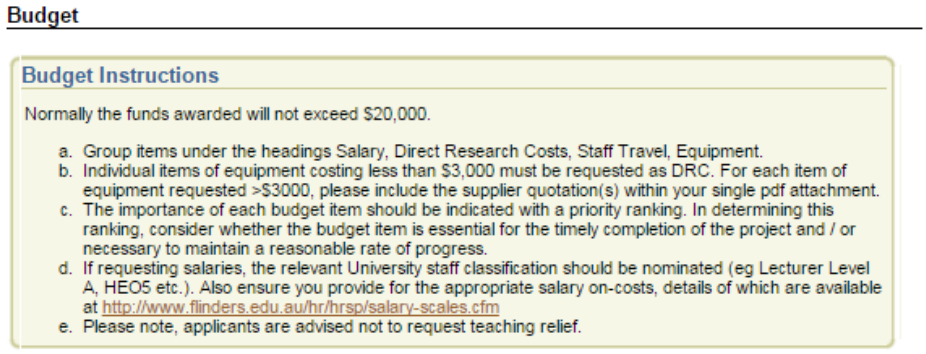
If you need to edit or delete an existing entry, click on the edit icon .



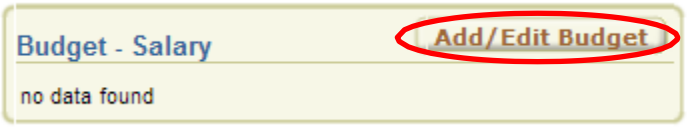
Reports are only required for FMNHS, FMC Foundation and Flinders Fertility Grants. Please note only a **brief** report (2000 characters max) is required. **Reports are required for completed projects as well as for current ones. For current projects, please provide a brief status update**.


Funding Information
Funding Type
Past 3 Years Funding
Year/Title of Grant
2013 - FMNHS Seeding grant - cut and pasted from my CV
Have you received this funding from
MNHS
FMC Foundation
Flinders Fertility
Other
Granting Body
Flinders University - FMNHS
Administering Institution
Flinders University
Investigators
Investigator list - cut and paste from my CV
Funding Awarded
20000
Brief Report - only for FMNHS, FMCF and FF Research Grants
A brief report (2000 characters max, spaces included) on my 2013 Faculty Seeding Grant.
87 of 2000

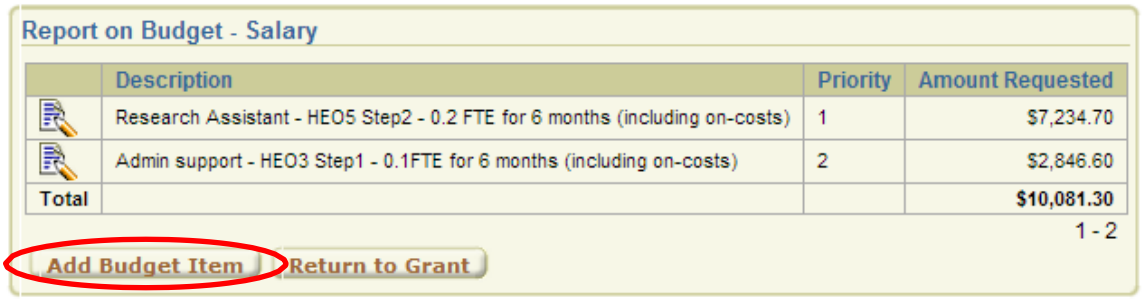
Enter your budget


Budget
Budget Instructions
Normally the funds awarded will not exceed $20,000.
a. Group items under the headings Salary, Direct Research Costs, Staff Travel, Equipment.
b. Individual items of equipment costing less than $3,000 must be requested as DRC. For each item of equipment requested >$3000, please include the supplier quotation(s) within your single pdf attachment.
c. The importance of each budget item should be indicated with a priority ranking. In determining this ranking, consider whether the budget item is essential for the timely completion of the project and / or necessary to maintain a reasonable rate of progress.
d. If requesting salaries, the relevant University staff classification should be nominated (eg Lecturer Level A, HEO5 etc.). Also ensure you provide for the appropriate salary on-costs, details of which are available at http://www.flinders.edu.au/hr/hrsp/salary-scales.cfm
e. Please note, applicants are advised not to request teaching relief.

For each section (Salary, DRC, Travel, etc) click on ***Add/Edit Budget***



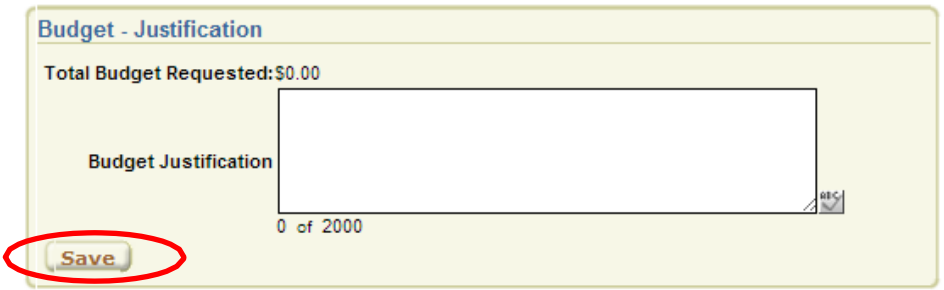
To add an item in a specific category, click on ***Add budget item***



Minor equipment (Individual items of equipment costing less than $3,000 must be requested as DRC. **For each item of equipment requested >$3000, please include the supplier quotation**(s) within your single pdf attachment).

If you need to edit or delete an existing entry, click on the edit icon .

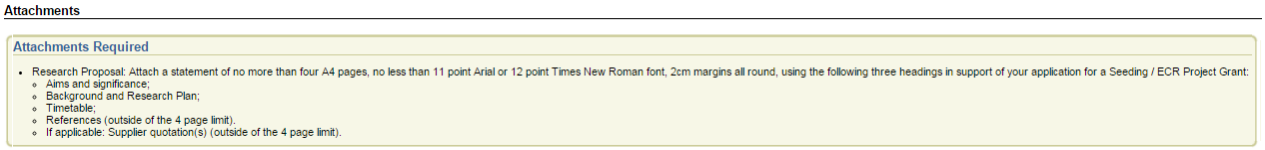
Finally, enter your budget justification (on the main screen Grants>Edit Grant) and click ***Save***.



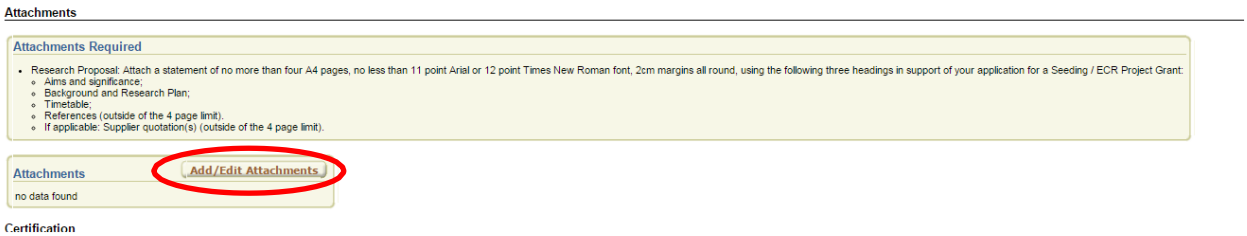
Budget requirements (guidelines & fields) vary depending on the funding scheme.

Upload attachments

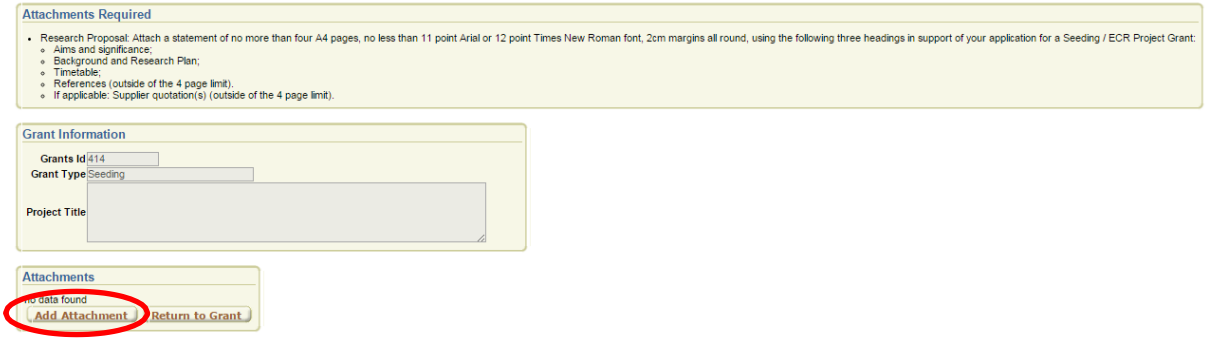
The attachments requirements vary from one scheme to another. Requirements for each scheme are listed both in the guidelines and in the on-line form. The example below is for a Seeding Grant application.


Attachments
Attachments Required
Research Proposal: Attach a statement of no more than four A4 pages, no less than 11 point Arial or 12 point Times New Roman font, 2cm margins all round, using the following three headings in support of your application for a Seeding / ECR Project Grant:
Aims and significance;
Background and Research Plan;
Timetable;
References (outside of the 4 page limit).
If applicable: Supplier quotation(s) (outside of the 4 page limit).

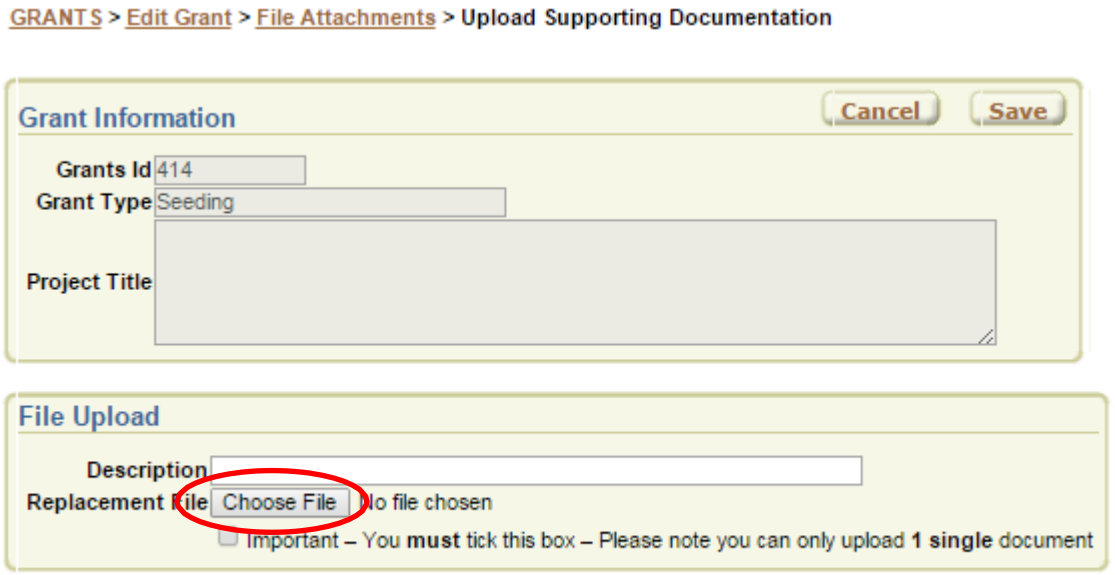
To add an attachment click on ***Add/Edit attachments*** to access the attachment section.


Attachments
Attachments Required
Research Proposal: Attach a statement of no more than four A4 pages, no less than 11 point Arial or 12 point Times New Roman font, 2cm margins all round, using the following three headings in support of your application for a Seeding / ECR Project Grant:
Aims and significance;
Background and Research Plan;
Timetable;
References (outside of the 4 page limit).
If applicable: Supplier quotation(s) (outside of the 4 page limit).
Attachments
Add/Edit Attachments
no data found
Certification

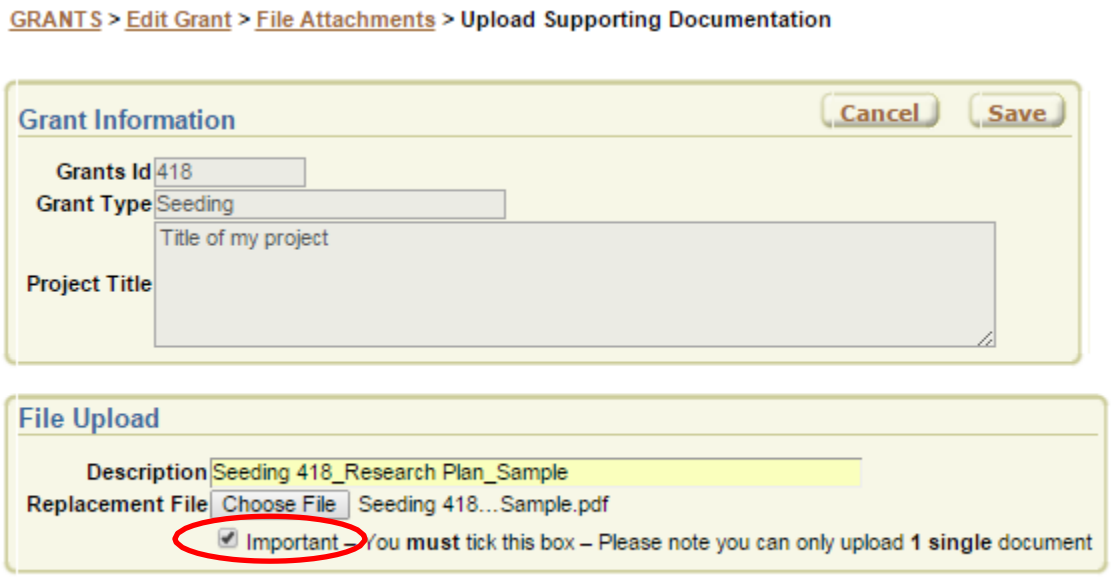
Then click on ***Add attachment***


Attachments Required
Research Proposal: Attach a statement of no more than four A4 pages, no less than 11 point Arial or 12 point Times New Roman font, 2cm margins all round, using the following three headings in support of your application for a Seeding / ECR Project Grant:
Aims and significance;
Background and Research Plan;
Timetable;
References (outside of the 4 page limit).
If applicable: Supplier quotation(s) (outside of the 4 page limit).
Grant Information
Grants Id 414
Grant Type Seeding
Project Title
Attachments
Add Attachment
Return to Grant

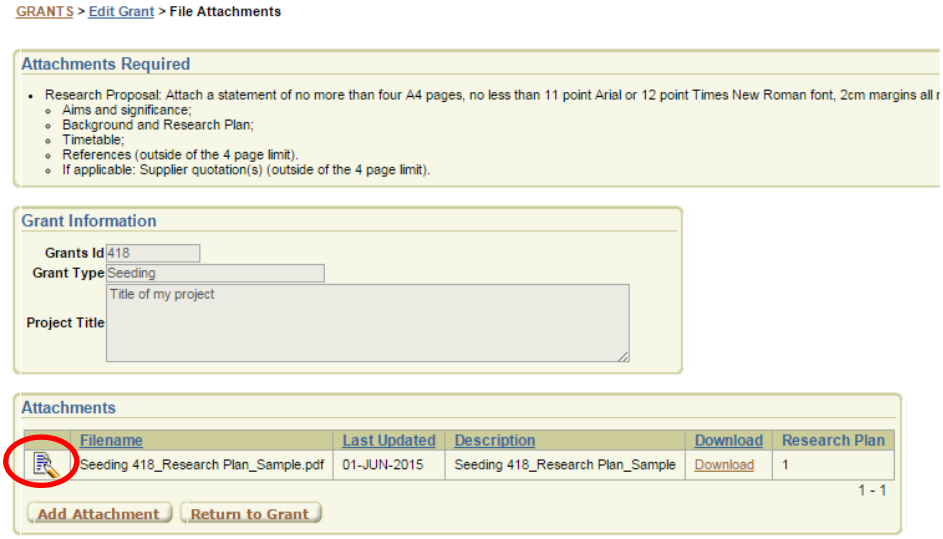
Click on ***Choose file*** to access your documents and upload your attachments (one at a time). You can add a description to your document (optional).


GRANTS > Edit Grant > File Attachments > Upload Supporting Documentation
Grant Information
Cancel
Save
Grants Id 414
Grant Type Seeding
Project Title
File Upload
Description
Replacement File Choose File No file chosen
Important – You must tick this box – Please note you can only upload 1 single document

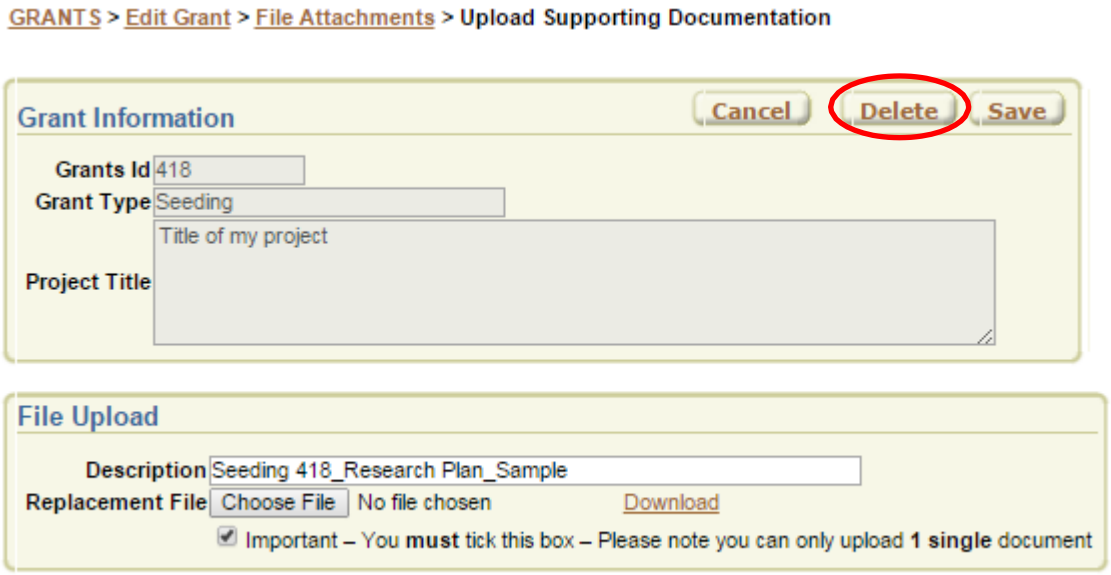
When uploading your Research Plan (or your additional statement for Large Equipment Grants): to make sure it will be visible by assessors, please ensure you tick the checkbox as per screenshot below:


GRANTS > Edit Grant > File Attachments > Upload Supporting Documentation
Grant Information
Cancel
Save
Grants Id 418
Grant Type Seeding
Title of my project
Project Title
File Upload
Description Seeding 418_Research Plan_Sample
Replacement File Choose File Seeding 418...Sample.pdf
Important – You must tick this box – Please note you can only upload 1 single document

If you wish to delete or replace an attachment, click on the edit icon .



To delete the attachment, click on the ***Delete*** button at the top of the page.


GRANTS > Edit Grant > File Attachments > Upload Supporting Documentation
Grant Information
Cancel
Delete
Save
Grants Id 418
Grant Type Seeding
Project Title Title of my project
File Upload
Description Seeding 418_Research Plan_Sample
Replacement File Choose File No file chosen
Download
Important – You must tick this box – Please note you can only upload 1 single document

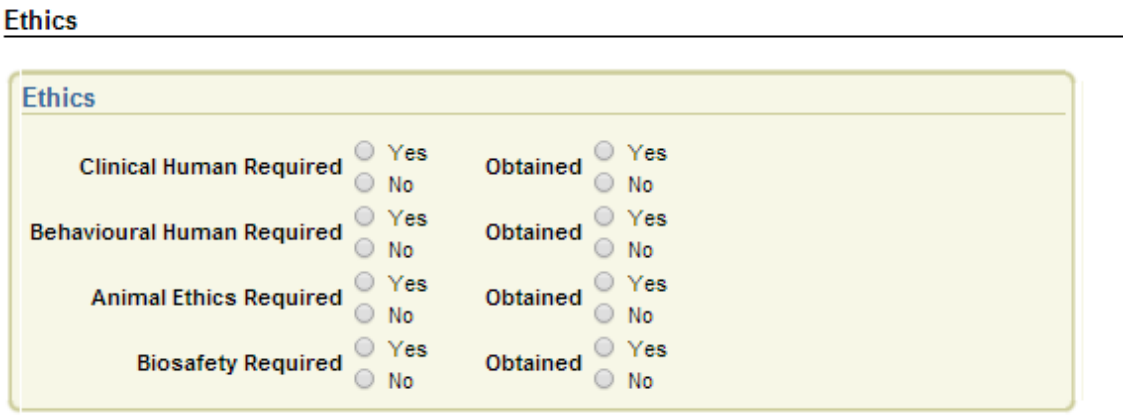
Attachment requirements (guidelines & fields) vary depending on the funding scheme.

If you have trouble creating the combined pdf please contact health.research@flinders.edu.au or 8201 5624 (ext 15624).

Ethics

You are required to specify if ethics clearance is needed for your project and whether you have already obtained approval.

Please note you don't need to have obtained approval at time of submission; however, no funds will be released and your project must not commence until evidence of any and all ethics approvals have been provided to the Faculty Research Administration Unit (FRAU).



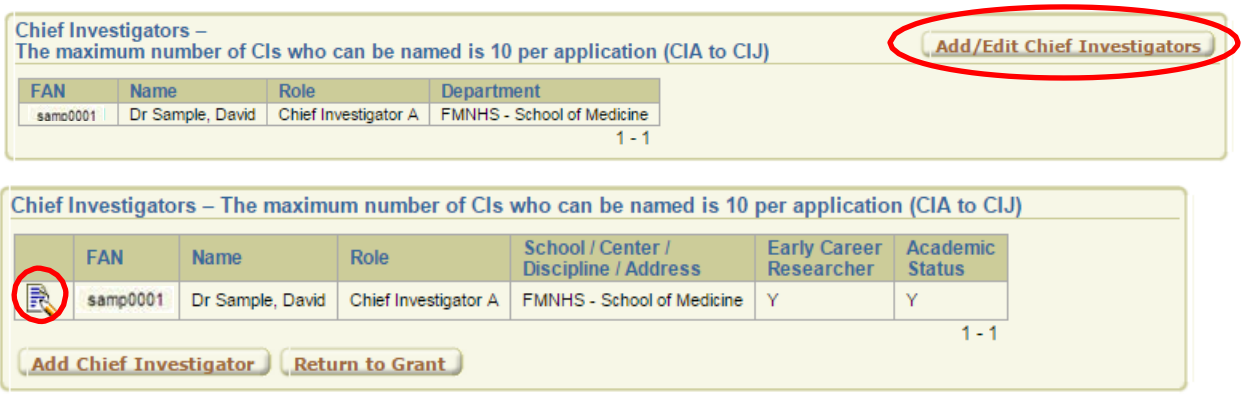
Useful tips to navigate and edit your application

Please note that you can use 'cut and paste' in all the free text fields.

Edit an existing entry

Click on add/edit for a particular section on the main screen and for a particular individual record, click on the edit symbol

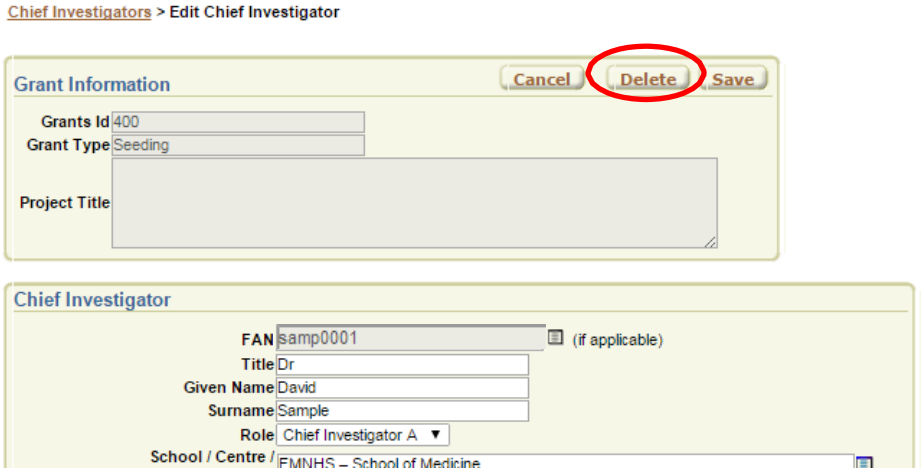
For example if you need to edit a Chief Investigator's details/track record:

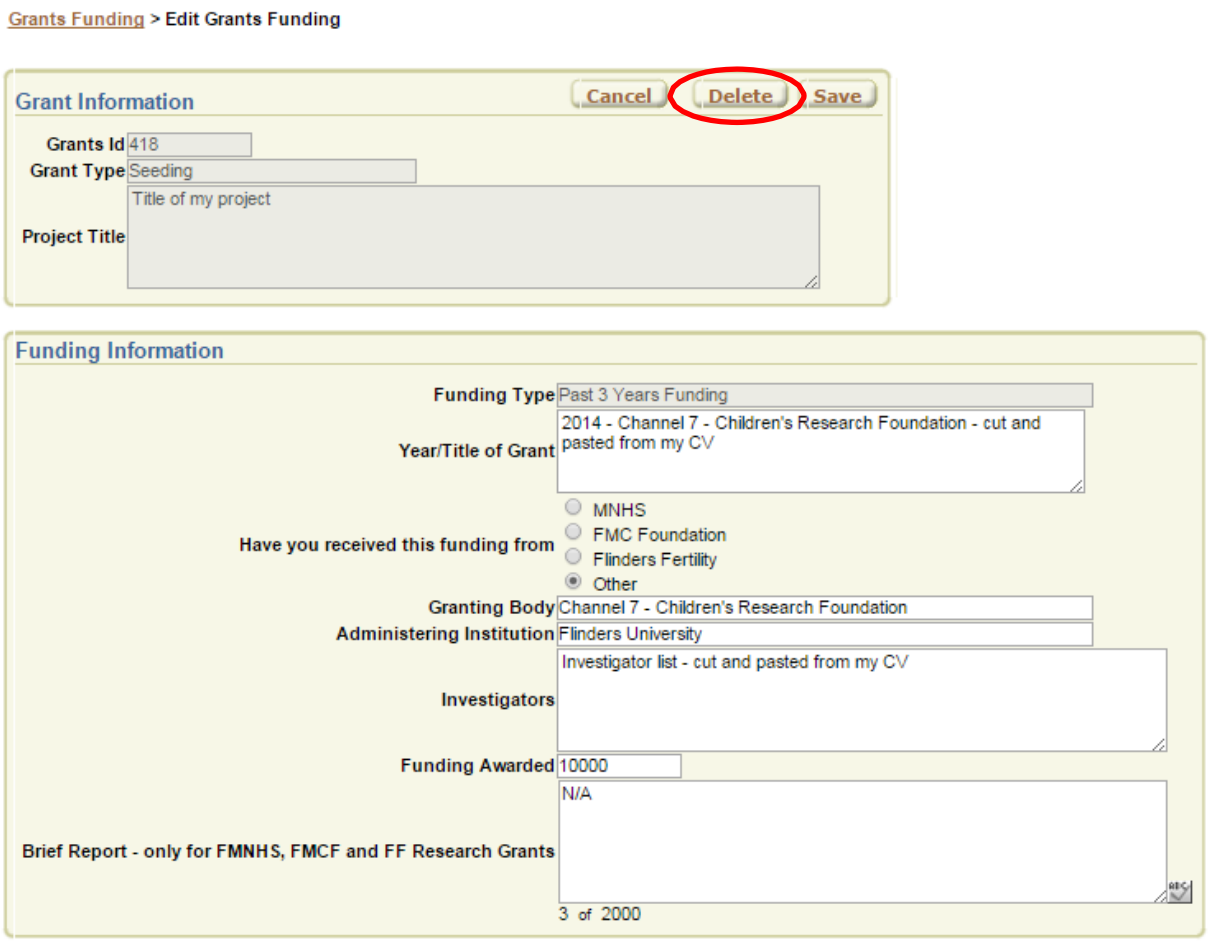


Don't forget to click on the ***Save*** button before exiting.

Delete an existing entry

Click on the edit symbol to enter individual records - the ***Delete*** button sits at the top of the screen– please see examples below for deleting a Chief Investigators and deleting a funding source.




Grants Funding > Edit Grants Funding
Grant Information
Cancel
Delete
Save
Grants Id 418
Grant Type Seeding
Project Title Title of my project
Funding Information
Funding Type Past 3 Years Funding
Year/Title of Grant 2014 - Channel 7 - Children's Research Foundation - cut and pasted from my CV
Have you received this funding from MNHS FMC Foundation Flinders Fertility Other
Granting Body Channel 7 - Children's Research Foundation
Administering Institution Flinders University
Investigators Investigator list - cut and pasted from my CV
Funding Awarded 10000
Brief Report - only for FMNHS, FMCF and FF Research Grants N/A
3 of 2000

Navigate

If you use the ***back*** button of your browser you risk losing unsaved data.

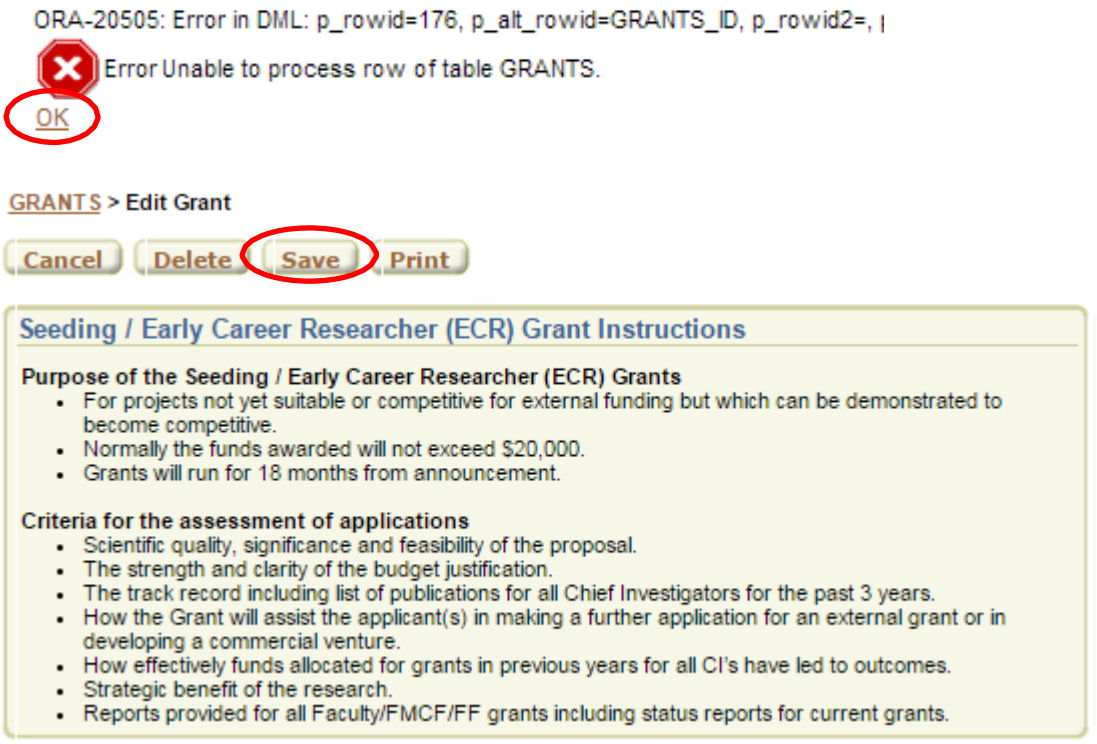
Always use the ***Save*** or ***Return to grant*** buttons in the application form to navigate in-between screens.

The ***Submit*** button (unlike in RGMS) is for **final submission** of your application. To save and exit your application, click on the ***Save*** button. Please note that saving will take you out of your application, back to the homepage [this is a default behavior of the system which couldn't be changed].

Troubleshooting

If you get an error message

If you get an error message (see example below), click ***OK*** and exit the application by clicking ***Save***.

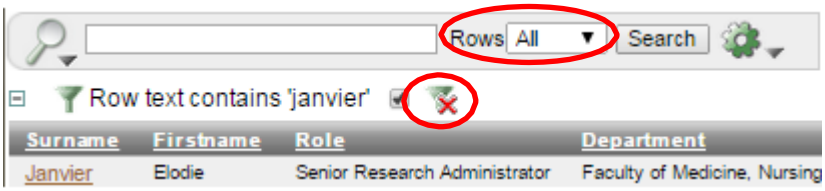

ORA-20505: Error in DML: p_rowid=176, p_alt_rowid=GRANTS_ID, p_rowid2=,
Error Unable to process row of table GRANTS.
OK
GRANTS > Edit Grant
Cancel
Delete
Save
Print
Seeding / Early Career Researcher (ECR) Grant Instructions
Purpose of the Seeding / Early Career Researcher (ECR) Grants
For projects not yet suitable or competitive for external funding but which can be demonstrated to become competitive.
Normally the funds awarded will not exceed $20,000.
Grants will run for 18 months from announcement.
Criteria for the assessment of applications
Scientific quality, significance and feasibility of the proposal.
The strength and clarity of the budget justification.
The track record including list of publications for all Chief Investigators for the past 3 years.
How the Grant will assist the applicant(s) in making a further application for an external grant or in developing a commercial venture.
How effectively funds allocated for grants in previous years for all CI's have led to outcomes.
Strategic benefit of the research.
Reports provided for all Faculty/FMCF/FF grants including status reports for current grants.

Re-enter the application to continue editing. If the error message persists, please contact health.research@flinders.edu.au.

If you can't find a FAN

Please make sure:

- to clear previous search filter when looking for a new investigator's FAN by clicking on the symbol;
- to allow all results to be displayed by increasing the number of rows to "All".



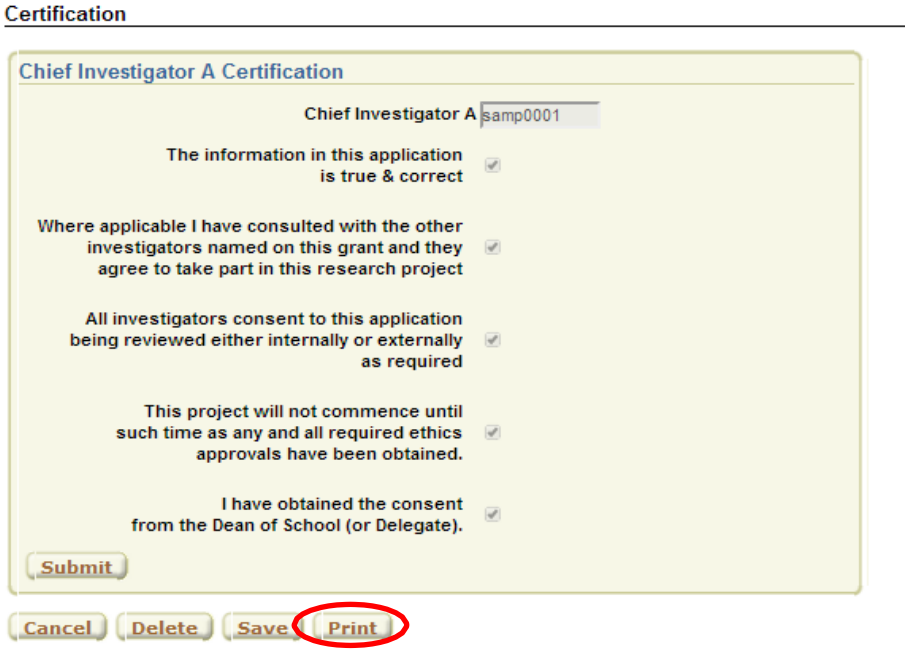
If the error persists, please contact health.research@flinders.edu.au.

Generate Application Snapshot

Before you submit, please generate your application snapshot by clicking on the ***Print*** button either on top or at the bottom of the main edit screen.

GRANTS > Edit Grant
Cancel
Delete
Save
Print
Seeding / Early Career Researcher (ECR) Grant Instructions
Purpose of the Seeding / Early Career Researcher (ECR) Grants
For projects not yet suitable or competitive for external funding but which can be demonstrated to become competitive.
Normally the funds awarded will not exceed $20,000.
Grants will run for 18 months from announcement.

or


Certification
Chief Investigator A Certification
Chief Investigator A samp0001
The information in this application is true & correct
Where applicable I have consulted with the other investigators named on this grant and they agree to take part in this research project
All investigators consent to this application being reviewed either internally or externally as required
This project will not commence until such time as any and all required ethics approvals have been obtained.
I have obtained the consent from the Dean of School (or Delegate).
Submit
Cancel
Delete
Save
Print

Please double check the accuracy of the information in the print-out snapshot as it is this document that will be presented to assessors. However please note **you do not need to send this document** (assessors will access it through the online system).

If you experience any issue with this process (you can't generate the snapshot or the information isn't extracted accurately) please contact health.research@flinders.edu.au or call us on 8201 5624 (ext 15624).

Certify your application

To certify an application, you will need to be logged-on under the FAN of the CIA.

You will not be able to submit the application if a check-box in the ***Certification*** section is left un-ticked.

CIA is responsible for certifying that:

- The information in the application is true & correct
- All investigators named on this grant agree to take part in the research project
- All investigators consent to the application being reviewed either internally or externally as required
- The project will not commence until such time as any and all required ethics approvals have been obtained
- Consent from the Dean of School (or Delegate) has been obtained

You do **not** need to provide/upload the Dean of School (or Delegate) consent. The Faculty does not require hard evidence to be presented. This is an internal process and how it is managed is left up to the Academic Unit Head and CIA.

It is CIA's responsibility to ascertain if their School has developed internal processes in relation to management of authorisations in relation to 'Small Grant' applications. The Faculty accepts in good faith via the online certification process that any required consent(s)/authorisation(s) have been obtained by CIA.

Submit

Submission is final. Once you have submitted your application you will not be able to edit it nor add any further attachment. Please make sure you have completed the certification section.

To submit your application, please click on the ***Submit*** button in the certification section.

Certification
Chief Investigator A Certification
Chief Investigator A
samp0001
The information in this application is true & correct
Where applicable I have consulted with the other investigators named on this grant and they agree to take part in this research project
All investigators consent to this application being reviewed either internally or externally as required
This project will not commence until such time as any and all required ethics approvals have been obtained.
I have obtained the consent from the Dean of School (or Delegate).
Submit

What if you need to 'unsubmit' your application

Please make sure you only submit your application when it is fully completed and ready for review.

However should you experience any issue and need access to your submitted application, please send an email to health.research@flinders.edu.au with subject line "Please unsubmit my application" and add your application ID in the title.

Help Contacts

For any help with the small grants round and/or application process, please send your query via email to the generic address health.research@flinders.edu.au or call us on 8201 5624 (ext 15624)

Frequently Asked Questions

Log In

Create/Reuse/Edit

Upload your attachment

Requirements

Submit your application

All **Guidelines**, additional criteria (Flinders Medical Foundation (FMCF) and Flinders Fertility (FF)) and a detailed Small Grants online User Manual have been developed to assist you with the application process.

The 'User Manual' answers general 'how to' questions and provides examples and instructions including how to access your application via Virtual Private Network (VPN) (*only* required if logging into your application from outside the University network).

All required documentation, including a new off-line template and a sample application, is available from the Faculty of Medicine, Nursing and Health Sciences (FMNHS) website located here:

http://www.flinders.edu.au/mnhs/research/funding/internal-funding.cfm

*For PC users, we recommend that you use either **Firefox** or **Chrome** browsers.*

*Please note, **you may have to update your web browser**. To do so please clear the cache and refresh the webpage. Instructions for doing so are available under 'Check your settings' at:*

http://www.flinders.edu.au/library/help/computer-help/access-problems.cfm#check

Still need help ?

Please contact us by email **health.research@flinders.edu.au** or by phone **8201 5624** (ext **15624**)

If you have any **technical issues**, such as difficulty logging in, please **call ITS 82012345** (ext **12345)** (option 2 / option 1).

Frequently Asked Questions

Log In

1/1

Why can't I log in?

If you work on your grant from outside of the University network you will need to **log on via the VPN**.

Instruction on how to set up (installing Cisco Software) and log on to the VPN can be found here:

https://www.flinders.edu.au/its/essentials/network-access/vpn/vpn-home.cfm

Once you've installed Cisco and are connected to the VPN, you can log into the system using the following link:

https://shen.flinders.edu.au:4443/pls/apex/f?p=120:1

If you are trying to access the application from the SA Health Network (especially if you are working on a Mac) and you experience trouble and you also have not had success using VPN access try this alternative access. If you receive an error message, please do the following:

- If using Chrome: please click 'Advanced' then 'Proceed'
- If using Firefox: please click 'I understand the risks' then 'Add exception'
- If using Explorer: please click 'Continue to this website (not recommended)'

Still need help ?

If you continue to experience access issues, please call ITS Help Desk **82012345** (ext **12345)** (option 2/option 1) and they are happy to assist finding a means for you to log on and commence your application.

Frequently Asked Questions

Create/Reuse/Edit

1/3

Can I reuse my application from last year?

Unfortunately no. Due to technical limitations you are not able to modify and/or reuse your previous online applications.
However we are happy to provide you with your full application print outs from last year, please send your request to health.research@flinders.edu.au providing the following information (if known): Grant ID, Scheme, CIA, Title.

Can I create and/or edit an application on someone else's behalf?

Yes.

Create and Edit a new application: Any Chief Investigator (CI) and / or Administrative Support Staff may create a new application under their own personal login.
As a support staff you can create and also keep editing any application **which you have created under your own login.** If the application has been created by someone else (CIA for example), please ask them to add you to the list of CIs (at the end). You will then be able to access and edit the application under your login. In this case, **don't forget to delete yourself from the CI list before submission**.

As a Researcher you have an automatic edit access to any application for which you are a named CI on.

CIA Certification: **This can only be completed by the CIA's login (CIA is able to certify at any stage of the application)**
The only step that must be completed by CIA themselves is the certification of the application (by ticking check boxes at the bottom of the application page). Please note that for practicality purposes, CIA is able to certify at any stage of the application so that admin support staff or other CIs on the grant are allowed to create, continue working on and submit an application should the CIA be unable to do so close to the deadline. However please note **it's the CIA's responsibility to make sure they are happy with the content of the application prior to submission**.

Still need help ?

Please contact us by email health.research@flinders.edu.au or by phone **8201 5624** (ext **15624**)
If you have any **technical issues**, such as difficulty logging in, please call ITS **82012345** (ext **12345)** (option 2 / option 1).

Frequently Asked Questions

Create/Reuse/Edit

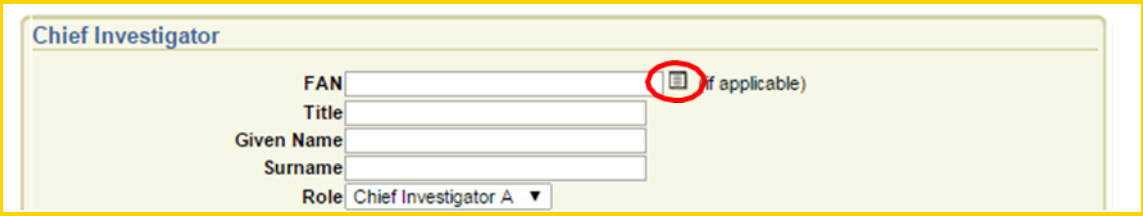
2/3

Why can't I see an application I am an Investigator on?

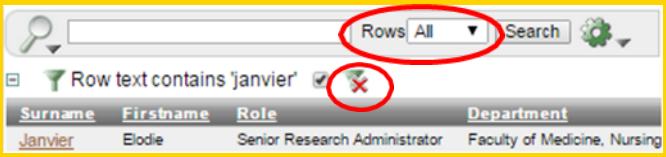
You can only see and edit applications for which you are a named Chief Investigator (and have a Flinders FAN). You can't see applications for which you are Associate Investigator or Student Investigator

If you are a named Chief Investigator and have a Flinders FAN, then your FAN must have been entered incorrectly into the system (ie manually) - please ask the person in charge of editing your application to re-enter your FAN in accordance with the following steps (as detailed in the User Manual page 11):

Please select the FAN from the icon in the CI section.



Please note, you must clear the previous search filter when looking for a new investigator as per below.



Still need help ?

Please contact us by email health.research@flinders.edu.au or by phone **8201 5624** (ext **15624**)
If you have any **technical issues**, such as difficulty logging in, please call ITS **82012345** (ext **12345)** (option 2 / option 1).

Frequently Asked Questions

Create/Reuse/Edit

3/3

I keep getting an error message; what can I do?

If you get an error message exit from your application go to the home tab and then re-enter.
If this doesn't solve your issue please call ITS **82012345** (ext **12345)** (option 2 / option 1).

Still need help ?

Please contact us by email health.research@flinders.edu.au or by phone **8201 5624** (ext **15624**)
If you have any **technical issues**, such as difficulty logging in, please call ITS **82012345** (ext **12345)** (option 2 / option 1).

Frequently Asked Questions

Upload your attachment

1/2

When I try to upload my attachment, I receive an error message saying "404 not found". What can I do.

The more recent file types (including .docx, and .xlsx) aren't supported by the online system. Please convert and combine your documents into a single pdf .

Applicants who can't easily convert to pdf can instead save their Word documents as Word 97-2003 format (.doc) or contact health.research@flinders.edu.au for help.

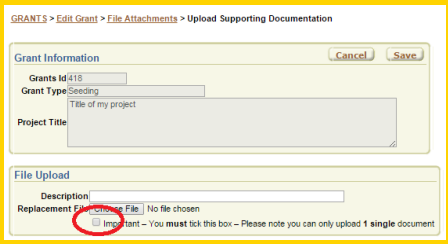
Please remember to select the box that says 'Important – Please make sure to tick this box…', as per the screenshot below, for assessors to be able to see your document.

Can I upload separate attachments for my Research Plan, Ethics Approval, Quotes, etc?

No. Due to technical limitations, assessors can only see 1 attachment. Please upload 1 single document and ensure you select the box that says 'Important – Please make sure to tick this box…', as per the screenshot below, for assessors to be able to see your document.

Why can't I see my attachment in the grant application tab?

When you upload your file attachment (a single pdf file) you must ensure you select the box that says 'Important - You **must** tick this box - …' as per the screenshot below. Assessors will not be able to "see" your document if you do not select this box.


GRANTS > Edit Grant > File Attachments > Upload Supporting Documentation
Grant Information
Cancel
Save
Grants Id 418
Grant Type Seeding
Project Title Title of my project
File Upload
Description
Replacement File Choose File No file chosen
Important – You must tick this box – Please note you can only upload 1 single document

Still need help ?

Please contact us by email health.research@flinders.edu.au or by phone **8201 5624** (ext **15624**)
If you have any **technical issues**, such as difficulty logging in, please call ITS **82012345** (ext **12345)** (option 2 / option 1).

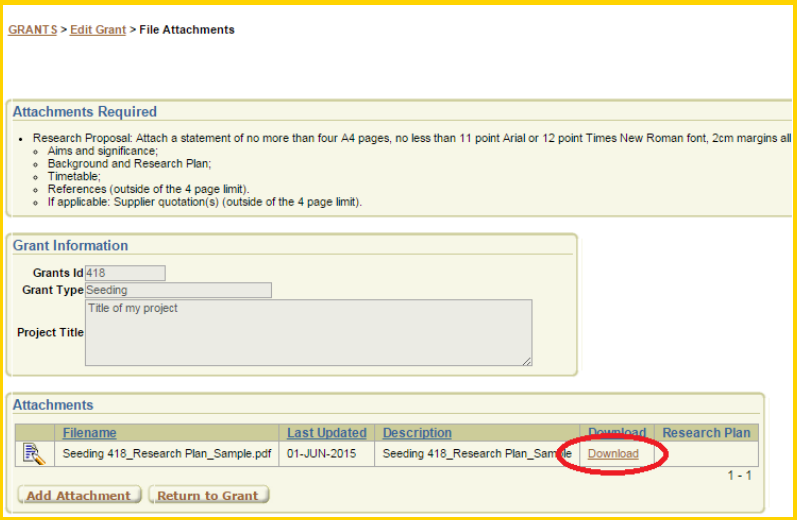
Frequently Asked Questions

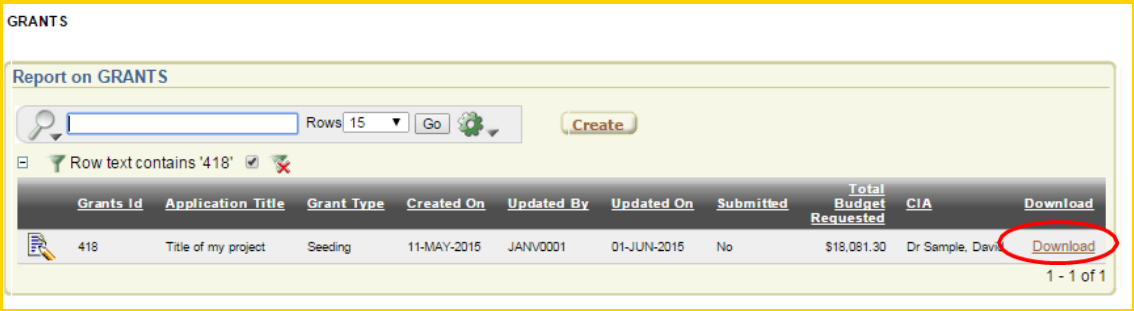
Upload your attachment

2/2

Why can't I open/download my attachment?

To check your attachment, you can open it by clicking the *Download* link either in the attachment summary page (GRANTS > Edit Grant > File Attachments) or in the *All Grant Applications* tab as per screenshots below.


GRANTS > Edit Grant > File Attachments
Attachments Required
Research Proposal: Attach a statement of no more than four A4 pages, no less than 11 point Arial or 12 point Times New Roman font, 2cm margins all
Aims and significance;
Background and Research Plan;
Timetable;
References (outside of the 4 page limit).
If applicable: Supplier quotation(s) (outside of the 4 page limit).
Grant Information
Grants Id 418
Grant Type Seeding
Project Title Title of my project
Attachments
Filename
Last Updated
Description
Download
Research Plan
Seeding 418_Research Plan_Sample.pdf
01-JUN-2015
Seeding 418_Research Plan_Sample
Download
1 - 1
Add Attachment
Return to Grant



Still need help ?

Please contact us by email health.research@flinders.edu.au or by phone **8201 5624** (ext **15624**)
If you have any **technical issues**, such as difficulty logging in, please call ITS **82012345** (ext **12345)** (option 2 / option 1).

Frequently Asked Questions

Requirements

1/1

Do I need to provide/upload a certification form at application time?

No. As part of the on-line submission process CIA must certify the application prior to submission. The on-line certification verifies that CIA has obtained consent from all investigators and their Dean and is taken on good faith. It is the responsibility of CIA to verify this if required. Therefore there is no Faculty requirement for a certification form to be completed at the time of application for internal schemes. Applicants (CIA) that are awarded FMCF or FF funding will be asked to complete a Flinders certification form when formally notified of the outcome.

Do I need to provide/upload the email consent?

You do **not** need to provide/upload the Dean of School (or Delegate) consent. The Faculty does not require hard evidence to be presented. This is an internal process and how it is managed is left up to the Academic Unit Head and CIA.

It is CIA's responsibility to ascertain if their School has developed internal processes in relation to management of authorisations in relation to 'Small Grant' applications. The Faculty accepts in good faith via the online certification process that any required consent(s)/authorisation(s) have been obtained by CIA.

What is the timeframe for the Track Record

Track Record information including publications and Research funding is required for the last 3 years (2012-onward).

Funding section-reports: Do I also need to include a report for my FMFC/FMNHS/FF grants which are currently in progress?

Yes. Please provide a short statement on the current progress of your project.

Still need help ?

Please contact us by email health.research@flinders.edu.au or by phone **8201 5624** (ext **15624**)
If you have any **technical issues**, such as difficulty logging in, please call ITS **82012345** (ext **12345)** (option 2 / option 1).

Frequently Asked Questions

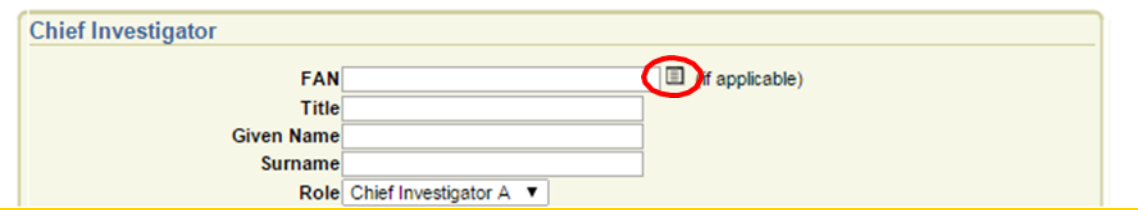
Submit your application

1/1

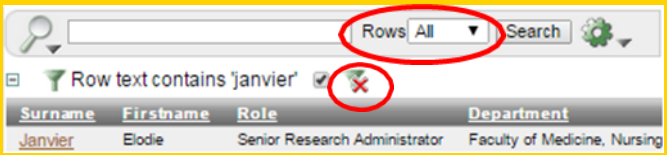
Why can't I certify/submit my application?

Please start by double checking that CIA has ticked all the certification boxes. If yes, then most probably your issue stems from the FAN of the CIA having been incorrectly entered on the system (ie manually) . Please re-enter the CIA's FAN in accordance with the following steps (as detailed in the User Manual page 11):

Please select the FAN from the icon in the CI section.



Please note, you must clear the previous search filter when looking for a new investigator as per below.



CIA will not be able to log in close to submission date. Can I still work on an application after CIA has certified?

Yes. For practicality purposes, CIA is able to certify at any stage of the application - Admin support staff or other CIs on the grant are allowed to create and work on an application through the entirety of the timeline and submit the application (if CIA has certified previously). **However please note it's the CIA's responsibility to make sure they are happy with the content of the application prior to submission.**

Still need help ?

Please contact us by email health.research@flinders.edu.au or by phone **8201 5624** (ext **15624**)
If you have any **technical issues**, such as difficulty logging in, please call ITS **82012345** (ext **12345)** (option 2 / option 1).

Flinders University
Faculty of Medicine, Nursing & Health Sciences
Seeding ECR Grant Application Form
Web Version

Grant Information	
Grant ID	418
Grant Type	Seeding
Application Title	Title of my project
Significance/media ready/lay description	Significance of the study and strategic benefits
Is this an ECR application?	Y
Please tick here if CIA is not from FMNHS - this application must comply with FMCF additional criteria	
Please tick here if you want your application to be specifically considered by Flinders Fertility - this application must comply with FF additional criteria	
ERA 4-digit FoR code	0604 Genetics
Total Budget	$19,981.30
Created By	SAMP0001
Created On	28-MAY-2015

Chief Investigator A	
FAN	SAMP0001
Name	Dr David Sample
School/Centre/Discipline/Address	FMNHS - School of Medicine
Work Phone	12345
Email	david.sample@flinders.edu.au
Are you a staff member or do you hold Academic Status in Faculty of Medicine, Nursing & Health Sciences at Flinders University	Y
Early Career Researcher	Y
PHD Conferral Date	11-JAN-2012
ATSI	N
Career Disruption/Justification	Not Applicable
Publications	My publication list for the last 3 years (2012 onward) - cut & pasted from my CV
Patents	My patent list for the last 3 years (2012 onward) - cut & pasted from my CV
Contribution/Time Commitment	2 hours/week

Associate Investigators						
Name	**School**	**Department**	**Email**	**Full Acad Status**	**Institution/Organisation**	**Contribution hr/wk**
Dr Mark Smith	School of Medicine	Acute Care Medicine	mark.smith@adelaide.edu.au	N	University of Adelaide	2

Student Investigators						
Name	**School**	**Department**	**Email**	**Full Acad Status**	**Contribution hr/wk**	**Related to PHD**
Ms Kathy Jones	School of Medicine	Molecular Medicine and Pathology	jone0001@uni.flinders.edu.au	Y	10	Y

- **Please check this box if you opt to include external funding information as part of your uploaded file. If you choose this option you do not need to complete the Past/Current/Requested fields below except for any FMNHS or FMCF grants**

Current Funding - 2015					
Investigators	**Title**	**Funding**	**Granting Body**	**Admin Inst**	**Report**
Investigator list - cut and pasted from my CV	2014 - NHMRC Project Grant GNT108XXXXX - cut and pasted from my CV	$700,000.00	NHMRC	Flinders University	Not applicable
Investigator list - cut and pasted from my CV	2014 - Seeding Grant	$16,000.00	Flinders University - FMNHS	Flinders University	Current update on progress: Ethics approval has been granted - HR paperwork being sorted for employing Research Assistant.
Total		**$716,000.00**			

Past 3 Years Funding					
Investigators	**Title**	**Funding**	**Granting Body**	**Admin Inst**	**Report**
Investigator list - cut and pasted from my CV	2013 - Seeding Grant	$18,000.00	Flinders University - FMNHS	Flinders University	A brief report (2000 characters max, spaces included) on my 2013 Faculty Seeding Grant.

Past 3 Years Funding					
Investigators	**Title**	**Funding**	**Granting Body**	**Admin Inst**	**Report**
Investigator list - cut and paste from my CV	2014 Channel 7 - Children's Research Foundation - cut and pasted from my CV	$10,000.00	Channel 7 - Children's Research Foundation	Flinders University	Not Applicable
Total		**$28,000.00**			

Pending External Funding - 2015					
Investigators	**Title**	**Funding**	**Granting Body**	**Admin Inst**	**Report**
Investigator list	Project Grant AP109XXXX - Title	$1,200,000.00	NHMRC	Flinders University	
Total		**$1,200,000.00**			

Budget - Salary		
Description	**Priority**	**Amount Requested**
Research Assistant - HEO5 Step2 - 0.2 FTE for 6 months (including on-costs)	1	$7,234.70
Admin support - HEO3 Step1 - 0.1FTE for 6 months (including on-costs)	2	$2,846.60
Total		**$10,081.30**

Budget - Direct Research Costs (DRC)		
Description	**Priority**	**Amount**

		Requested
Consumable - Reagent X	1	$2,000.00
Antibodies Z	1	$2,000.00
Consumable - Reagent Y	1	$1,000.00
Total		**$5,000.00**

Budget - Staff Travel		
Description	**Priority**	**Amount Requested**
Travel to Peter McCallum Centre, Melbourne	1	$1,400.00
Total		**$1,400.00**

Budget - Equipment		
Description	**Priority**	**Amount Requested**
ELx808 Absorbance Microplate Reader	1	$3,500.00
Total		**$3,500.00**

Budget - Justification	
Total Budget	$19,981.30
Budget Justification	Salary The Research assistant will be responsible for the routine production and purification of the samples and for running the experiments. Mr Richard Brown is highly experienced in the techniques required for this project and a 20% part time salary contribution will enable his expertise to contribute to this 6 months project. The admin support will be responsible for

	organising and coordinating the sample collection across all sites and perform the data entry. DRC 100 samples will be tested 2ml of Reagent X per sample @$10,000/l 10ml of Reagent Y per sample @$1,000/l 1ml of Antibodies Z per sample @$20,000/l Travel The sequencing will be performed by RA Richard Brown at the Peter McCallum Centre under PMC staff supervision and training - no fee will be charged for using their facilities, cost requested is travel and accommodation fees only. Equipment We need a ELx808 Absorbance Microplate Reader to perform the ELISA in-house at FMC (suplier quotation is included at the end of the Research proposal).
Which external funding agency do you expect will provide further funding for this project	This seeding grant would help us get sufficient preliminary data to apply for an NHMRC Project Grant in 2016

Ethics			
Clinical Human Required	Y	**Obtained**	N
Behavioural Human Required	N	**Obtained**	
Animal Ethics Required	N	**Obtained**	

Biosafety Required	N	**Obtained**	

Chief Investigator A Certification	
Chief Investigator A	SAMP0001
The information in this application is true & correct	Y
Where applicable I have consulted with the other investigators named on this grant and they agree to take part in this research project	Y
All investigators consent to this application being reviewed either internally or externally as required	Y
This project will not commence until such time as any and all required ethics approvals have been obtained.	Y
I have obtained the consent from the Dean of School (or Delegate).	Y